HOMERE USER'S MANUAL
4.0 RELEASE (February 2015)

FILE 1: INSTALLING HOMERE

1.1. DOWNLOADING AND INSTALLING HOMERE

- ❑ The install file is provided by the HOMERE referent of your organization.

To transfer Homere to a non-internet connected PC, you may either use a CD, or save it on a USB key.

EpiConcept advises to follow the default install process. That is to say without any changes on the installation paths.

Defaults install process:

- Double click on the Homereinstall.exe file
- Follow the steps by clicking the next button until finish button without changing anything (keep the default paths)
- Re start the computer then the process is finished
- The install process is finished. A Shortcut is available on the desktop. You must double click the desktop Homere icon to launch the software

The default logins and Passwords are as follows:

Login level C: ADMIN	**Login level D:** TERRAIN
Password level C: ADMIN	**Password level D:** TERRAIN

The last installation step is receiving the general parameters file of your organization (Menu "File/receipt") provided by the head quarter. At the end of the process, you must log in again using the new login/password defined by your organization.

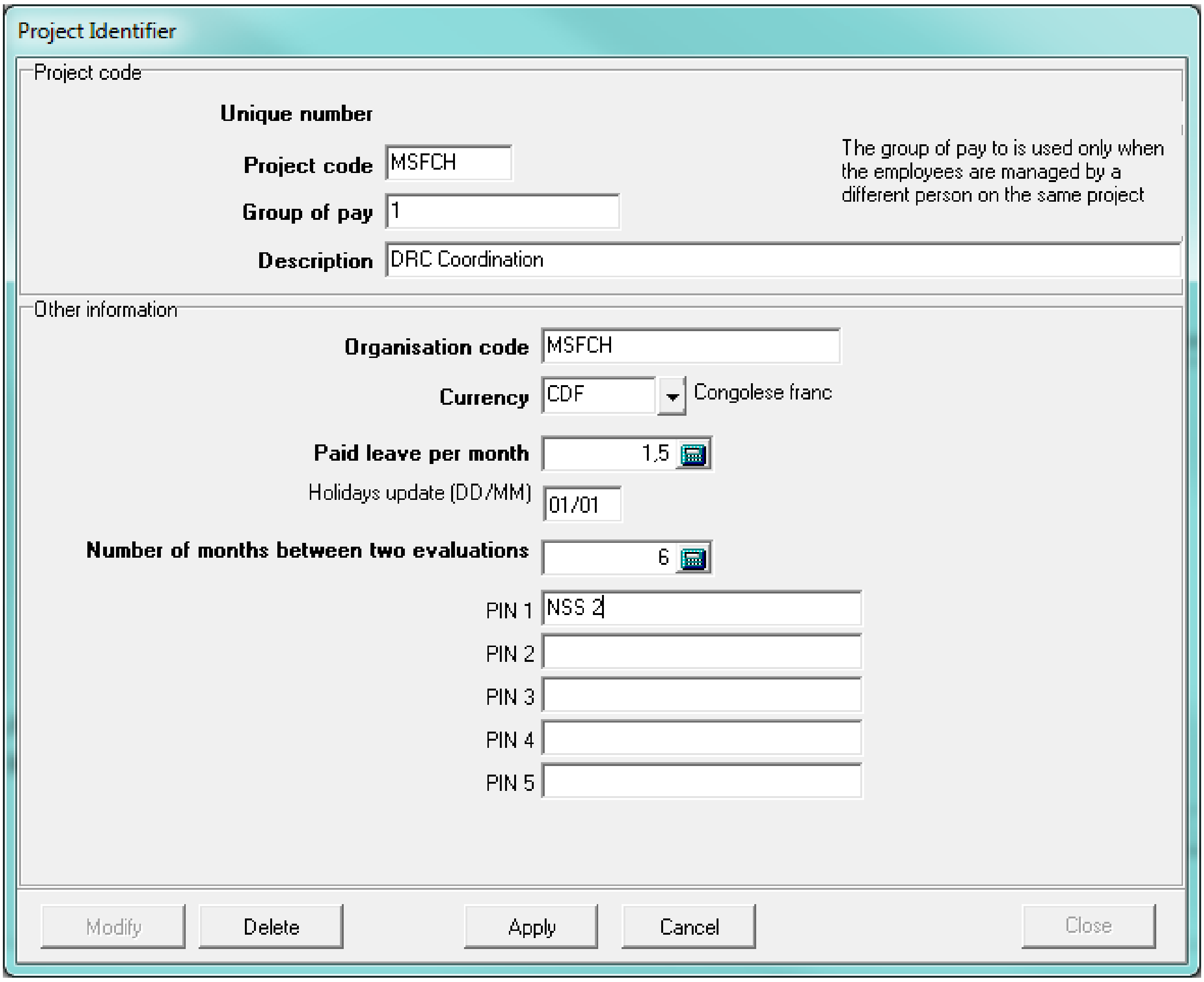
1.2. CREATING ONE OR MORE FIELDS

This involves creating the database for each **Project**, including for the **Coordination**. The Capital Administrator or the HR Manager is responsible for creating the Capital and the codes for the different Fields to ensure that Homere's codes are the same as your accountancy software.

Each Field will then be responsible for managing its staff; that is, for entering employees in Homere and setting up payslips.

To create a Field:

Menu → "File" → "Create a Field"



This screen allows you to create the capital field (coordination) and/or one or several fields.

As with account monitoring in your accounting software, it is important to create one unique identifier code for every field. These codes may be the same as those used in your accountancy software.

By default, **the group of pay** will always be "**1.**"

The description is used to clearly identify the project field. It may be the same as the accounting software description.

The organization code is for example**:** MSFXXX (XXX=country international code) for doctors without borders (MSF).

The reference currency refers to the currency for performing calculations and making salary payments. This is usually the country's currency.

The number of "Paid leave per month": This refers to a country's regulations (or staff regulation) regarding the accrual of paid leave. For example, in France, 2.08 days of paid leave are earned per full month of work.

The "Holiday's update" = the date on which leave must be re-initialized**:** this also involves the country's effective date, which must be updated every year. If there are no regulations addressing this issue, paid leaves should be based on the calendar year (that is, from January 1 to December 31)→ so the date should be 12/2007…

For example, in France, paid leaves are reset every June 1st. ***This means*** that paid leave ***not taken*** from the prior year is canceled and the employee begins earning paid leave again, starting from zero, as of the new year.

NB: leave will not automatically be reset to zero on the re-initialisation date, but an alert message will appear.

PIN1 PIN2 PIN3 PIN4 PIN5: These variables are used in the staff identity file. Here is the place to setup the label to be displayed in the identity screen instead of PINxx. For example, it is possible to display "Social Security number 2" instead of PIN1. These variables can be exported through export csv module.

Number of months between two evaluations: this is the required period in months, between two evaluations in order to scheduled annual evaluations.

The selection and modification features for the Fields are available in the **Menu** → "**File**":

- **"Select a field":** If you managed several fields, this feature allows you to choose the field you want to work.

➢ **“Modify a field” :** this feature allows you to modify the fields setup

NOTE : when a Field is created, it is impossible for the field user to delete it. In case of error, send a Backup to Headquarters for Removal.

1.3. DEFINING ACCESS AND PASSWORDS

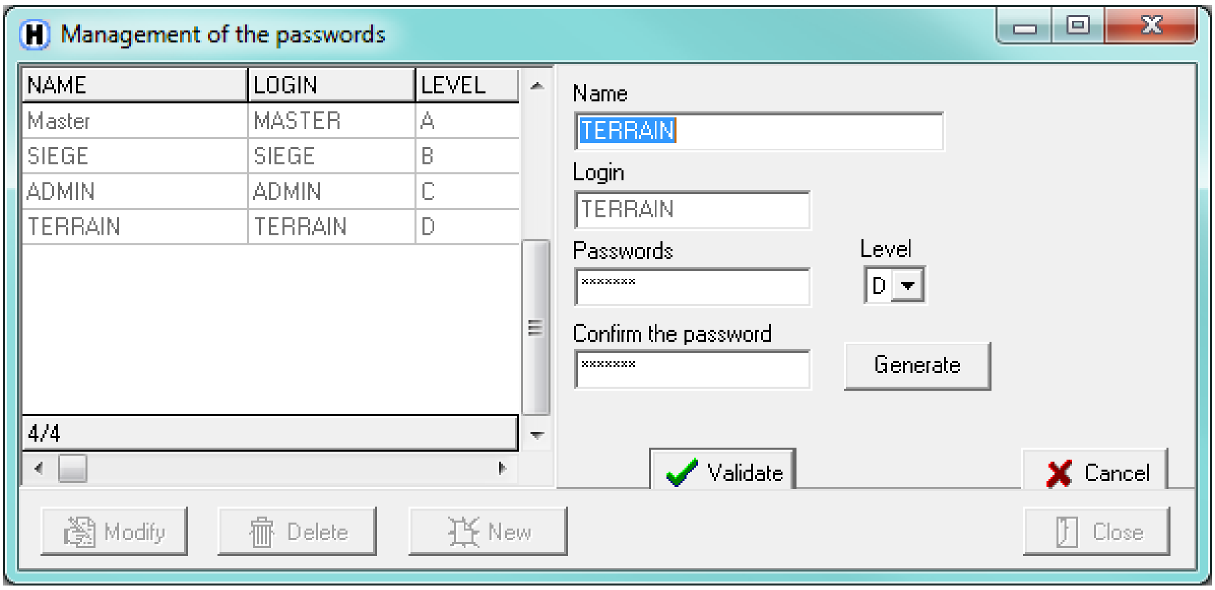
There are **4** access levels.

A: Headquarters,
B: Headquarters,
C: Administrator,
D: Assistant Administrator.
E: Auditor

The Administrator is responsible for defining levels **C**, **D and E.**
The Administrator will have a level **C** access.
The **Assistant Administrator** will have a level **D** access.
The auditor will have a level E access.

To manage “**Logins”** and “**Passwords:”**

Menu → “Tools” → “Passwords”



Click on “**New**” to create a new user.

User profile **D** will be created by default.

Enter the person’s “**Name**” and define a “**Login**” and “**Password**.” If needed, Homere can generate a password using “**Generate**” button.

Which features are available by default for Level C, D, E?

Note: The below description is available for the default profile setup. Indeed, the head quarter may change the default access definition regarding the organization processes.

A level C user:
- has access to all Homere functions,
- may modify his/her own level C profile,
- may modify and remove a level D user,
- may not modify the profile of another level C user,
- may not remove a level C, even if it his/her own.

A level D, E user:
- has limited access to Homère,
- may modify his/her own level D profile,
- may not delete a profile.

Not available features/Level D or E
Create a Field
Modify a Field
Delete an Employee
Delete a leave, a dependent or an event
Read, create and modify an evaluation
Read, create and modify Disciplinary measures Issued
Read and modify the “end of contract” field
Read and modify the “comments” field
Create, modify and delete a Payroll Calculation
Create, Modify and delete a Payment calculation rubric
Dictionaries
Statistics
Create, Modify and delete a Salary Scale
Create, Modify and delete a function scale
Delete an Employer
Attach or see a file in the employee slip
Read the staff attached documents

For modifications that cannot be made in the Field, contact Headquarters and send a backup.

1.4. RELEASES NOTES

The releases notes inform users on which modifications have been done. It looks like a list sort by release and group by the following categories:

- Corrections: bugs corrections that have been notified in a former version
- Changing: modification of the existing functionalities
- News: new functionalities.

To have a look to this list go to :

Menu → "Help" → " Release notes"

1.5. VISITING THE NGO WIKI

Note: this feature is available only if the computer is connected to internet.

This menu allows to open the collaborative wiki web site in order to access additional information source.

It is mainly advised to have a look at the Frequently Asked Questions (FAQ) in order to have a feedback on user experiences.

1.6. REPORT AN ISSUE

This menu will help you reporting an issue. A ready to use report is available in the current language.

The point is to be able to share with the Homere referent all the required information to clearly understand the demand. In case of an issue, the point is to allow the Homere referent to reproduce the issue in order him to be able to give you the appropriate answer.

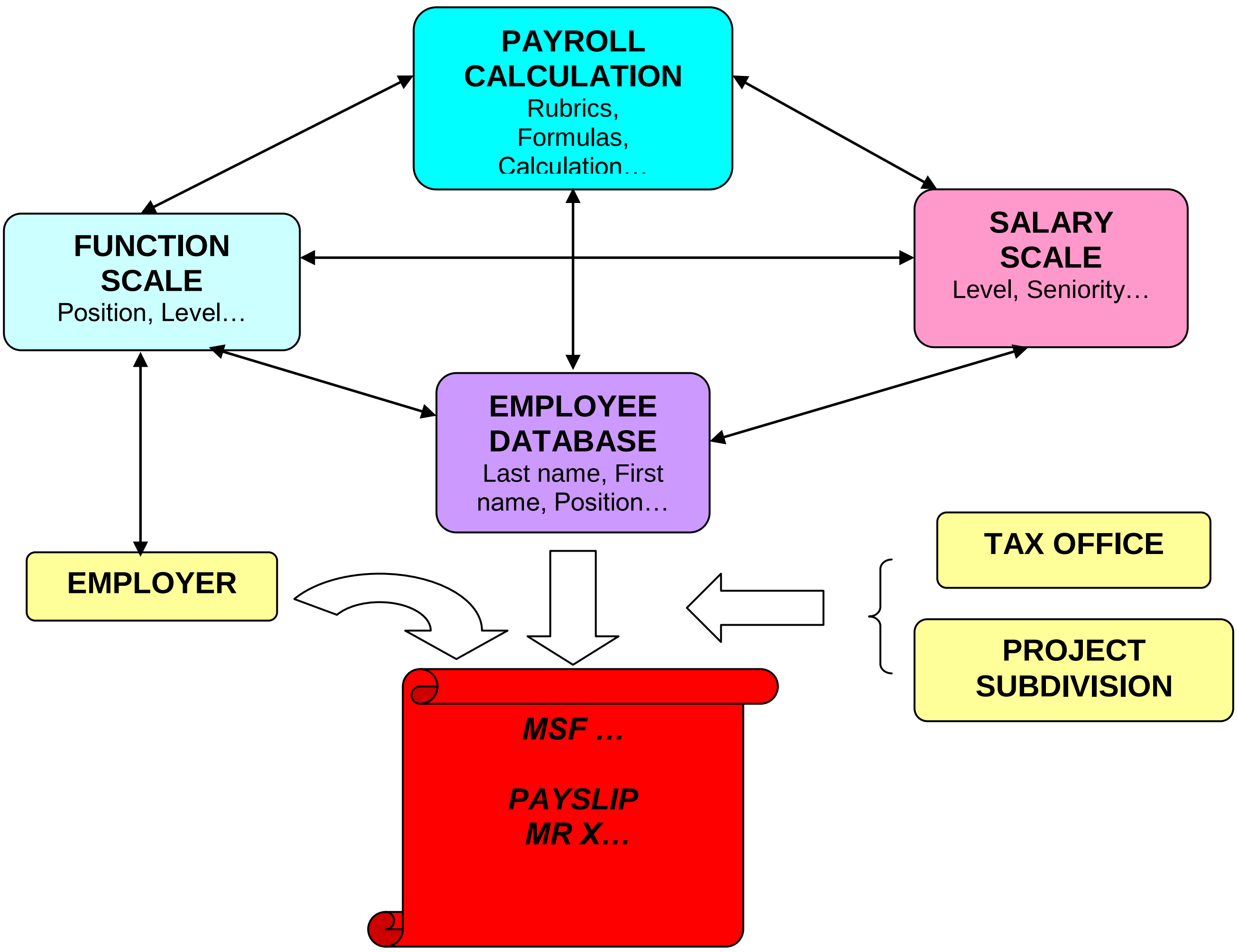
Here are the required items:

- Detailed description of the process that leads to the issue, step by step
- Detailed description of the expected result
- A Backup

FILE 2 : PARAMETERS

Setting up the Payslips involve several interdependent pieces of information, which – paradoxically – are created independently:

- definition of the employer,
- definition of the salary scale,
- definition of the function scale,
- definition of the tax office,
- definition of the payroll calculation parameters **(FILE 3),**
- employee database (**FILE 4)**.



2.1. THE EMPLOYER

This will always be the NGO name.
However, when some staffs work as “incentives,” it may also refer to the **Ministry of Health.**

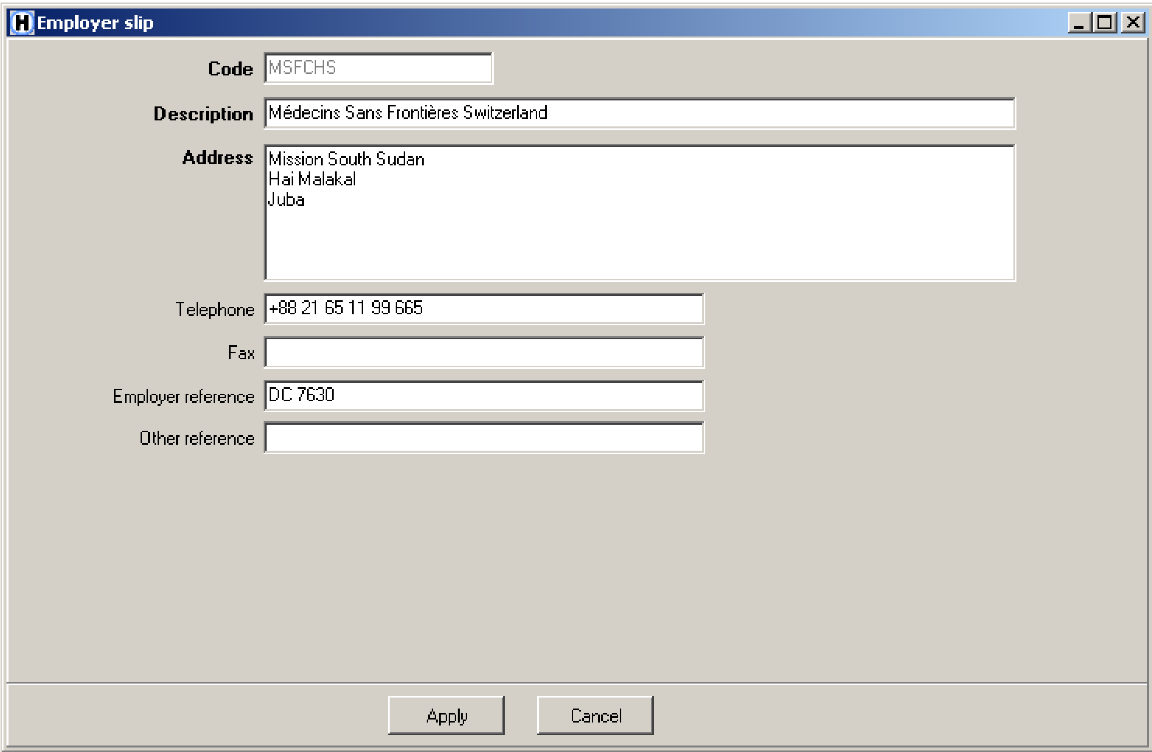
To create an Employer, go to:

Menu → “Tools” → “Parameters” → tab « **Employers** » → click on “**New”**

The **Code** will designate the employer using an abbreviation.

The **Description** will spell out the employer.

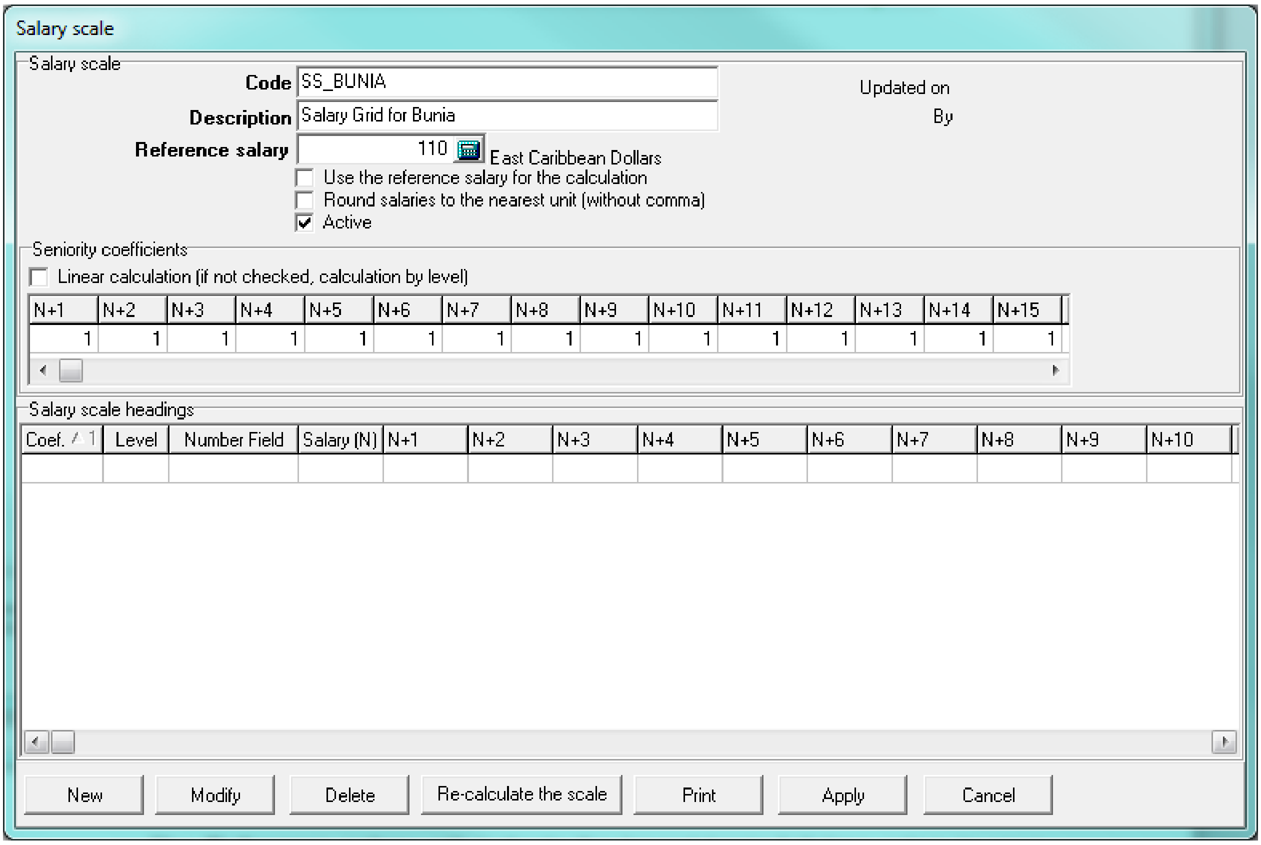
The **Employer Reference** may be the employer’s country registration number.



2.2. THE SALARY SCALE

The salary scale is created at the Parameters level. To do this, go to:

Menu → "**Tools**" → "**Parameters**" → tab "**Salary scale**"
Click on "**New**"



The **Code** may start with SS for "Salary Scale" + the project code.

The **Description** will provide project details with for example the same description used in your accountancy software.

The **Reference salary** is the lowest basic full time salary in your salary scale.

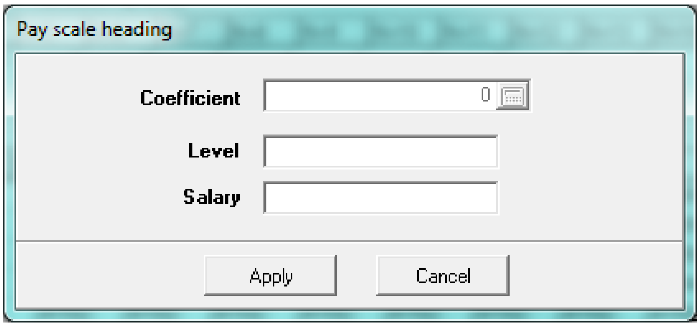
You must then enter the pay levels of your salary scale.

<u>There are two ways to enter the data:</u>

- You may ***manually enter the coefficients*** you calculated according to the levels by checking "**use the reference salary for the calculation.**" The salaries will be calculated automatically based on the coefficients entered and on the reference salary.

- You may ***manually enter salaries*** according to the levels and the coefficients will be calculated automatically. In this case, *do not check* "**use the reference salary for the calculation**." Box.

You just have to use the **"New"** button to add a new salary in the salary scale. The bellow window is displayed:

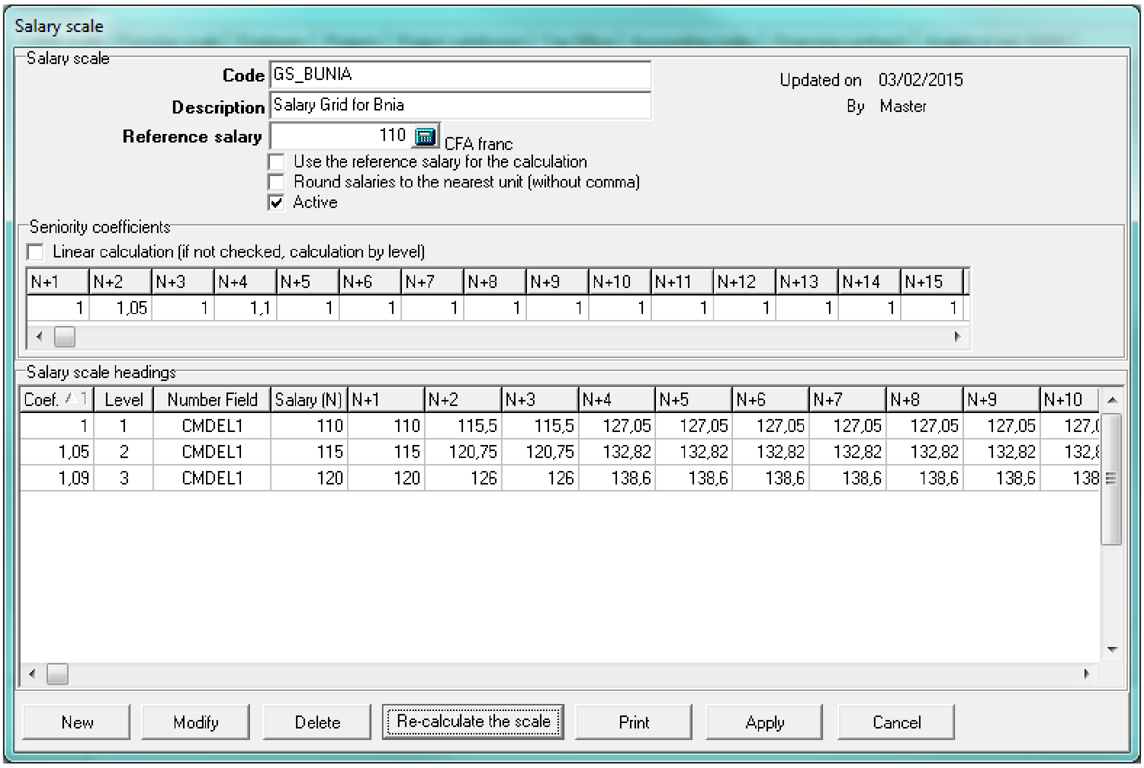


This screen allows to enter every level of the salary grid and the linked salary. The level will be used to return the salary regarding the level in the function scale. This is going to be used for every staff to determine the basic salary.

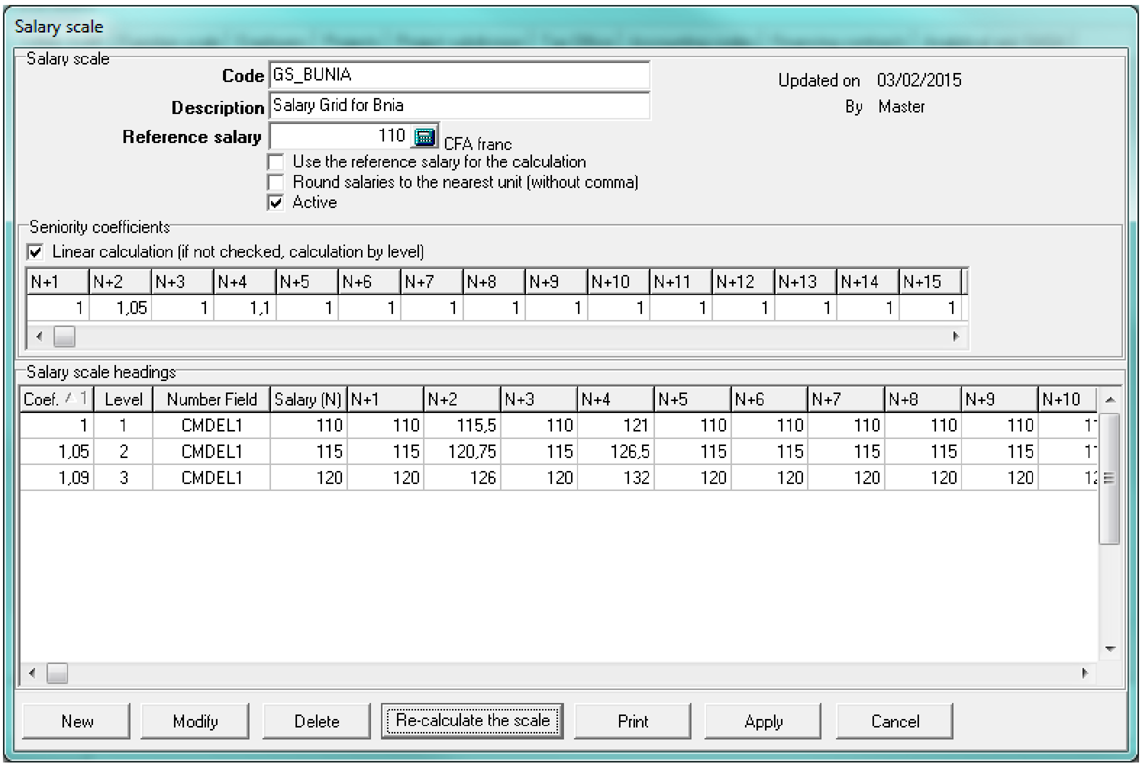
Note: new levels may be entered if changes are required in the futur.

There are two ways to calculate seniority:

1/ Calculation by level: calculation by level allows you to enter a fixed coefficient each year. The seniority calculation will apply that coefficient every year to **the last year's salary**, not to the reference salary. To do this, *do not check* the option "**linear calculation (if not checked, calculation by** level)."



2/ Linear calculation: by checking the option "**linear calculation (if not checked, calculation by level)**," seniority will be calculated based on the reference salary. In this case, the coefficients to be entered in the line for years will take this calculation into account.



→ For every staffs with current contract, Homere will return the basic salary that corresponds to the seniority of the current contract.

- **<u>Rounding salaries</u>**

→ “Round” checkbox allows to round to the nearest integer value.

- **<u>Active</u>**

→ You can unselect this checkbox to remove the salary scale from the item list of the entry screen.

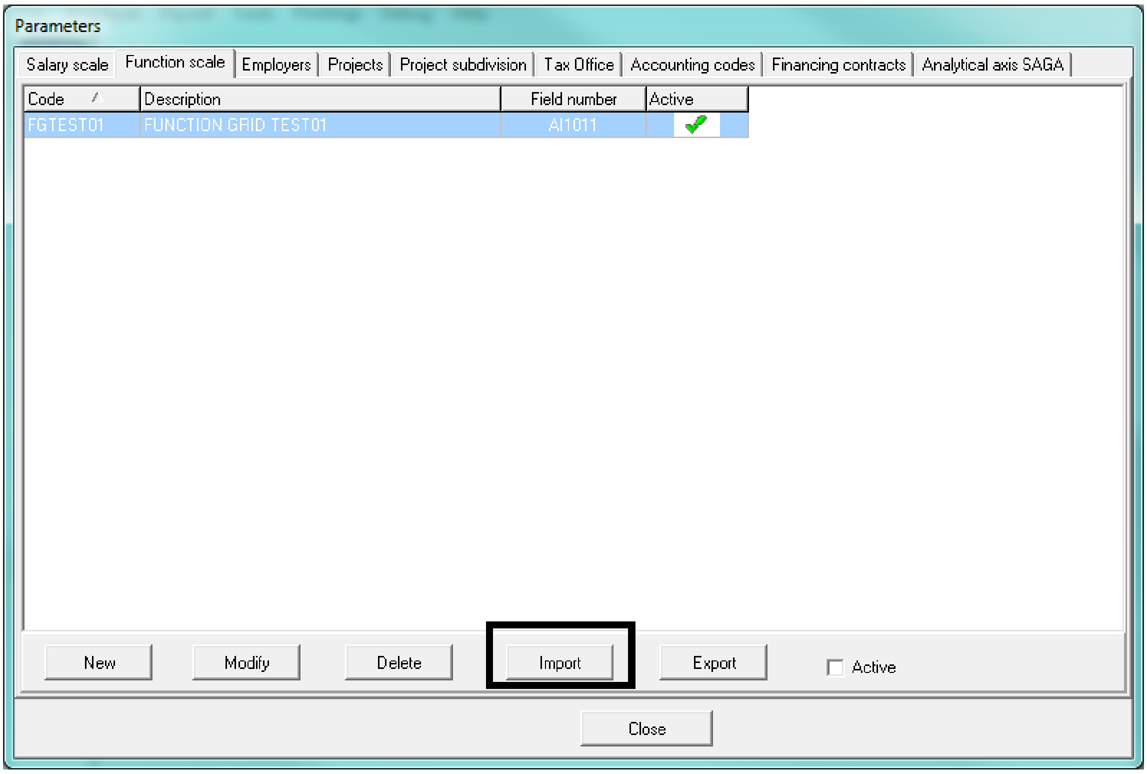
2.3. THE FUNCTION SCALE

It is possible to create a function scale, or to import a standard one which already exists.

In “**Tools”** → “**Parameters”** → tab “**Function scale.”**

- How to import a function grid :

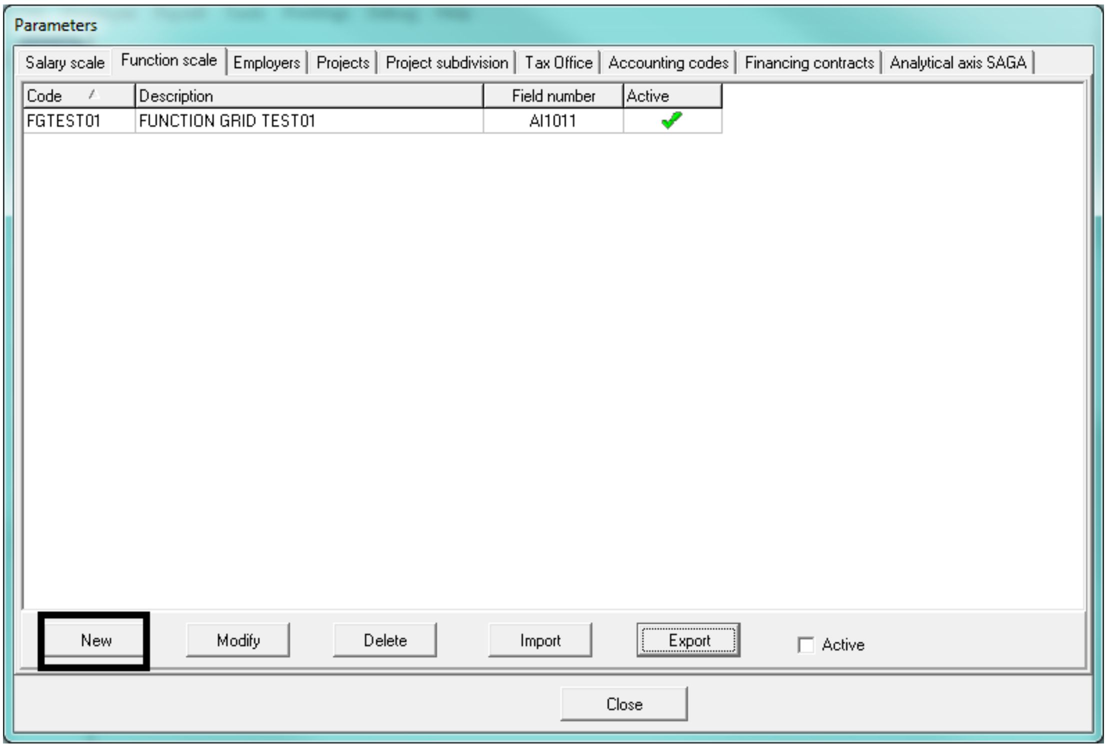
You have to use the « Import » button available at the bottom of the function grid list.



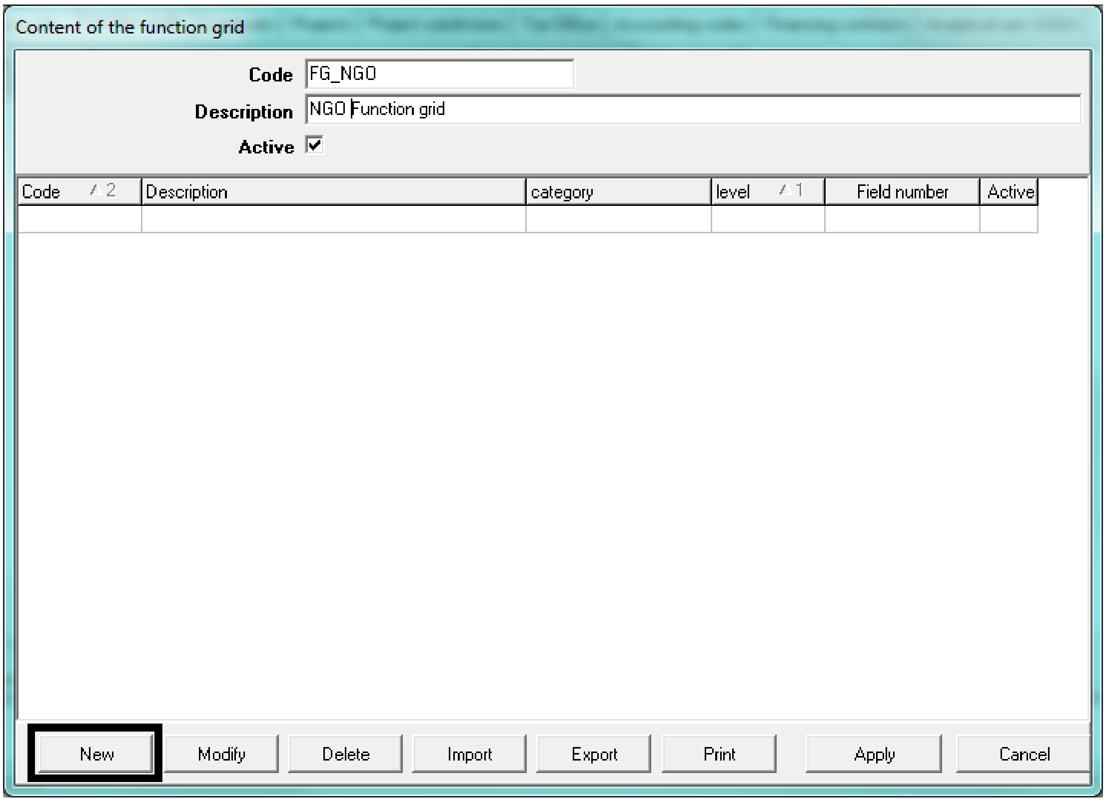
This is a new function of the version 4 that allows to import a function grid through a “GF_FUNCTION GRID.7z” kind file.

➢ How to create a function grid :

You can create manually your own function grid using the “New” button.

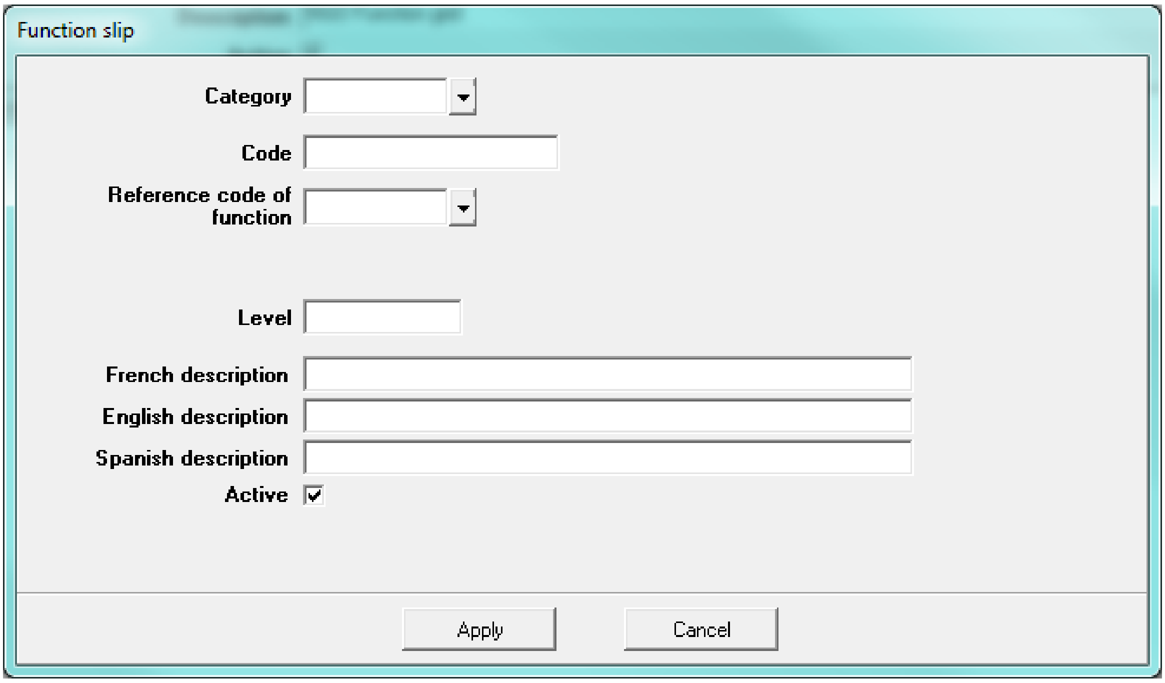


Enter a code and a label. Then use the “New” button for each new function you want to create.



Note: an « Active » check box is available to deactivate a function grid when becoming deprecated.

Enter the required information.
For each function, it is the place where you have to entered the level that is linked with the salary grid and that will be used to calculate the base salary for every staff.
The function code is defined by the user.
The reference code of function is managed as an option (not compulsory) (see Menu "Tools/Options" Posting tab). This entry field is linked to the FUNDEF dictionary which is defined by the head quarter for every field. This reference code is a standard identification code (headquarter level) while the function code may be define at the field level.



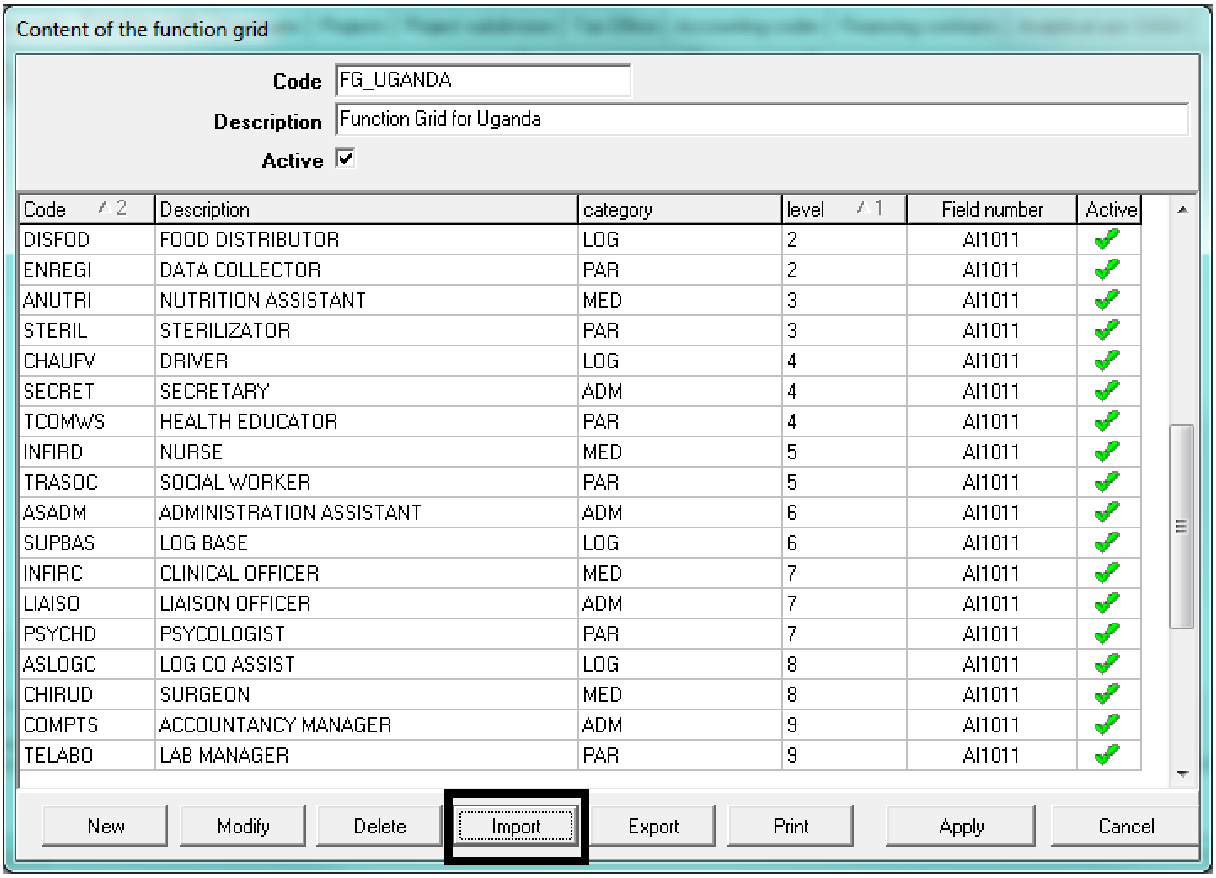
Note: Since version 4, labels are manage in several languages , French, English, Spanish.
You may enter the descriptions for the 3 languages or only the current language description (only the current language description is compulsory).

Note: If you need more information, please read the « FILE_02-HOMERE_V4-3_languages_function_grid » file.

When you modify an already entered function, only the current language label is available.

- To **import** a function scale (same as in version 3)

Use the "**new**" button and "**Import**". A "fonction.csv" kind file may be imported.



Content of the function grid

Code: FG_UGANDA
Description: Function Grid for Uganda
Active: ☑

Code	Description	category	level	Field number	Active
DISFOD	FOOD DISTRIBUTOR	LOG	2	AI1011	✓
ENREGI	DATA COLLECTOR	PAR	2	AI1011	✓
ANUTRI	NUTRITION ASSISTANT	MED	3	AI1011	✓
STERIL	STERILIZATOR	PAR	3	AI1011	✓
CHAUFV	DRIVER	LOG	4	AI1011	✓
SECRET	SECRETARY	ADM	4	AI1011	✓
TCOMWS	HEALTH EDUCATOR	PAR	4	AI1011	✓
INFIRD	NURSE	MED	5	AI1011	✓
TRASOC	SOCIAL WORKER	PAR	5	AI1011	✓
ASADM	ADMINISTRATION ASSISTANT	ADM	6	AI1011	✓
SUPBAS	LOG BASE	LOG	6	AI1011	✓
INFIRC	CLINICAL OFFICER	MED	7	AI1011	✓
LIAISO	LIAISON OFFICER	ADM	7	AI1011	✓
PSYCHD	PSYCOLOGIST	PAR	7	AI1011	✓
ASLOGC	LOG CO ASSIST	LOG	8	AI1011	✓
CHIRUD	SURGEON	MED	8	AI1011	✓
COMPTS	ACCOUNTANCY MANAGER	ADM	9	AI1011	✓
TELABO	LAB MANAGER	PAR	9	AI1011	✓

New | Modify | Delete | Import | Export | Print | Apply | Cancel

2.4. TAX OFFICE

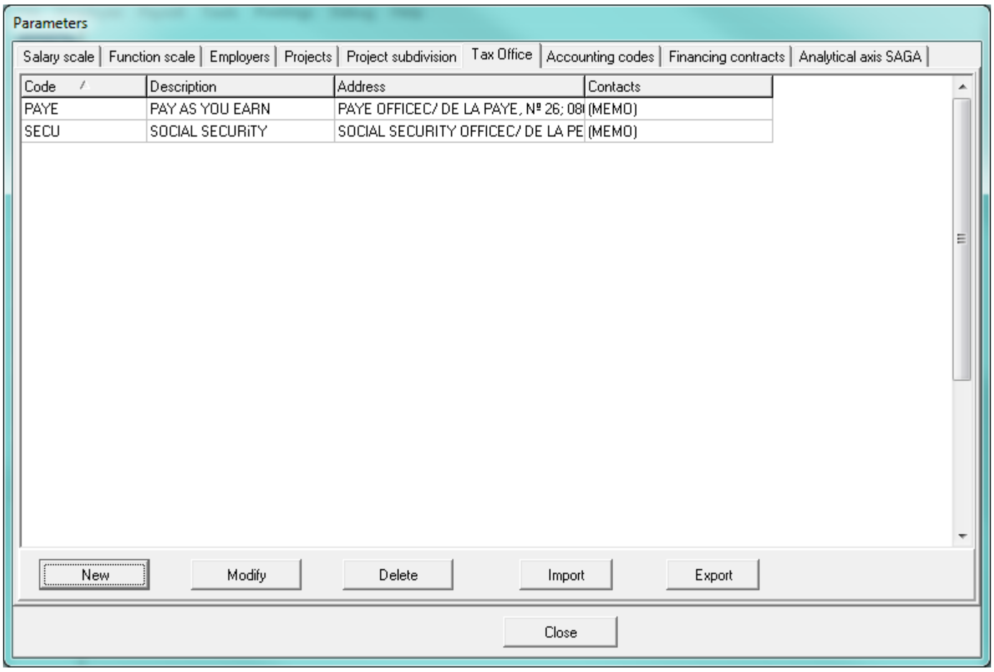
Each NGO mission will normally have to pay contributions to different social organism. In a general way, the NGO will have to subscribe Employee Social Charges and Employer Social Charges.
Most often the income tax will also be taken from the salary.

To deal with the Social charges, a printing by Tax offices is avalaible in Homere. This printing will show the following informations :

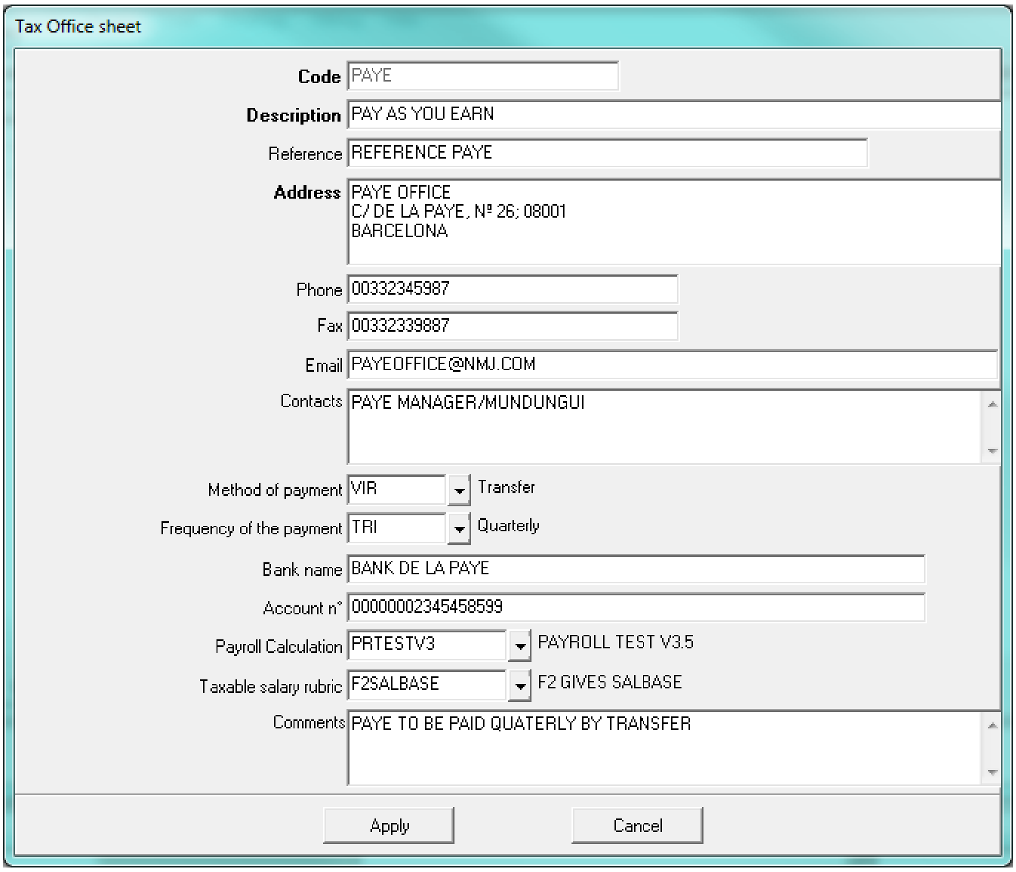
- First name,
- Last name,
- Social Security number
- Relevant Taxable Salary Amount,
- Social charges to be paid by the employee or the employer,
- Total to be paid to the selected tax office.

To create a tax office :

Menu → « **Tools** » → « **Parameters** » → Tab « **Tax office** »



Click on « **New** » to create each tax offices and fill in the fields :



Note: the “Taxable salary rubric” allows to select the rubric to be displayed in the “taxable wages” column in the standards tax office report in the menu “Printings/Print the social contributions”

2.5. PROJECT SUBDIVISION

The “Project subdivision” use **is not compulsory.**

These subdivisions can be created when several programs exist in a same Field.
Otherwise you can use this function to make subdivisions by groups of employees to do the Payslips setting up or printing (when the Staff number is too important to be treated in one time.
(useful to do enter the variables for the payments and some printings (advances, payslips…)

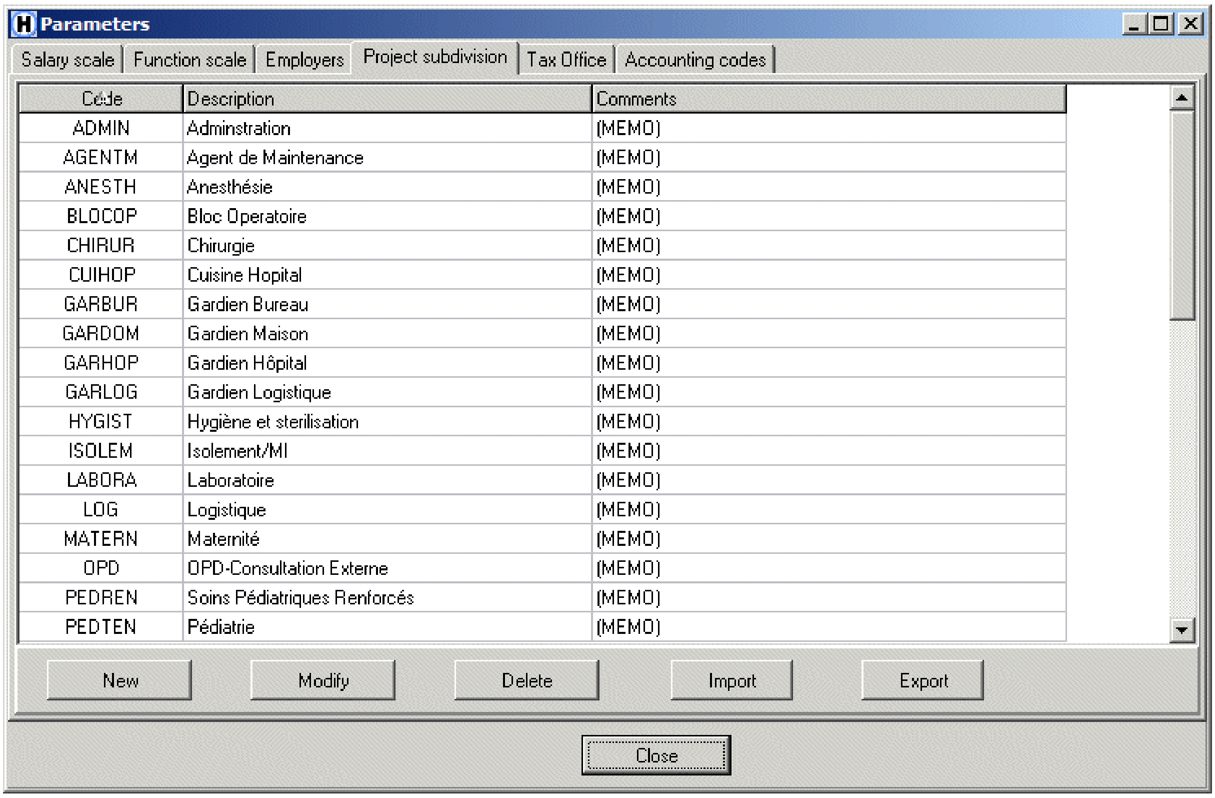
Programs Examples on one field :

- Tuberculosis,
- Malnutrition,
- Pediatric ward...

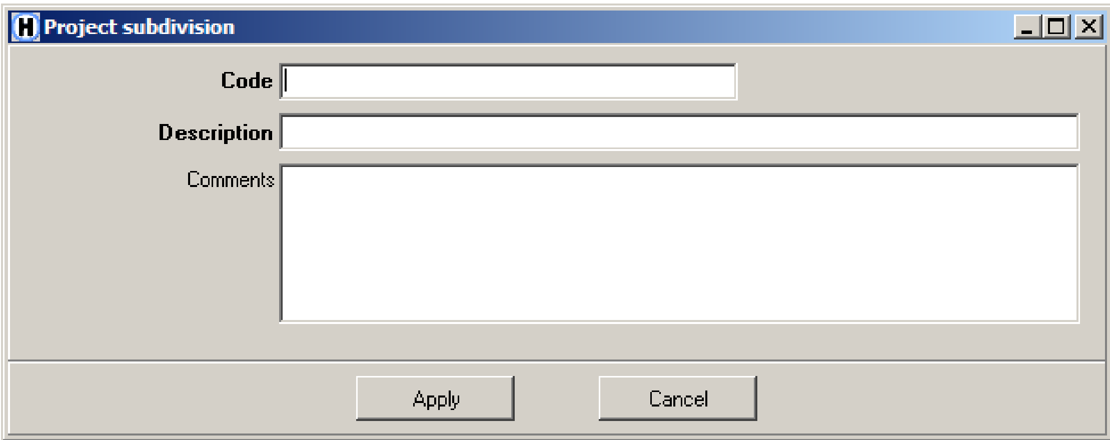
For these different programs, it will be possible to modify and to print separately the Payslips and advances. The Project subdivision is used for these functions : **Modify and Print the Payslips and advances**.

To create the Underprojects :

Menu → « Tools » → « Parameters » → Tab **« Project subdivision »**



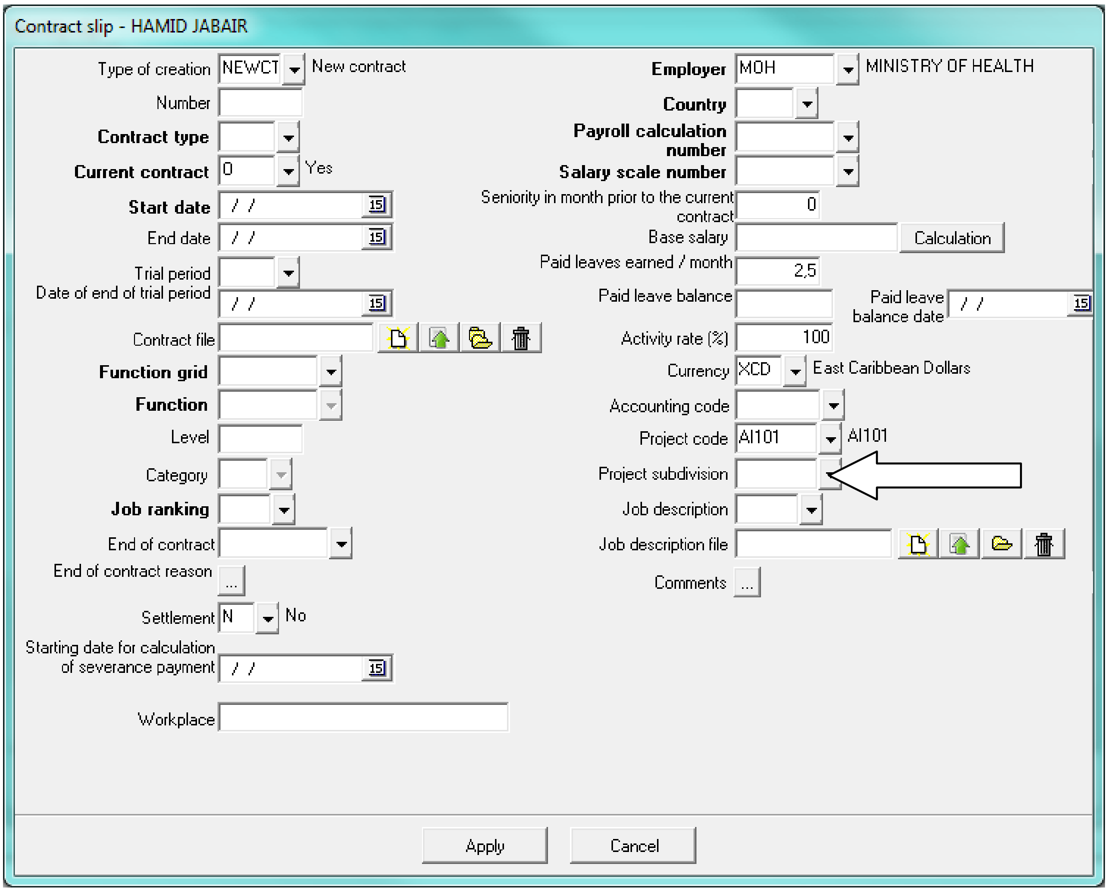
Click on « **New** » :



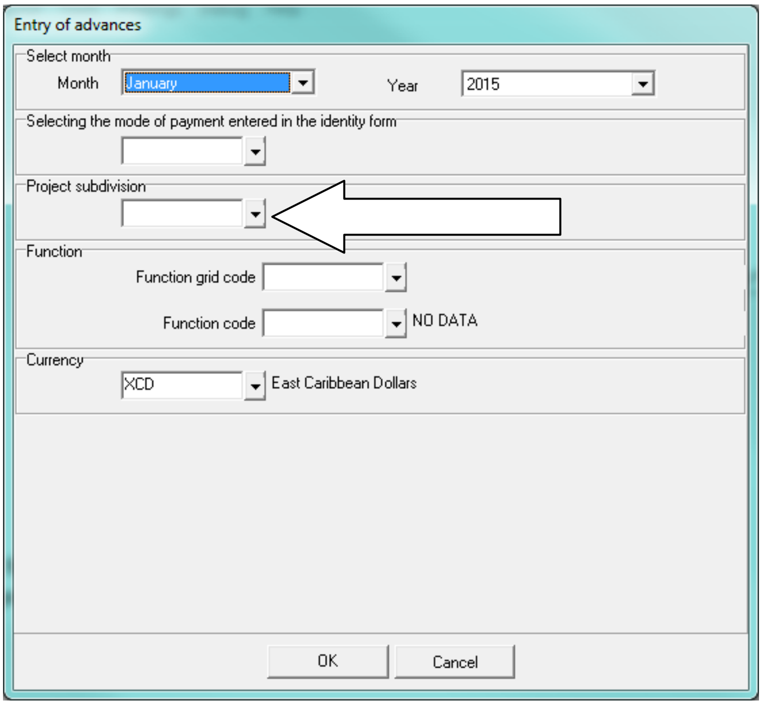
Note: It is possible to export/import a project subdivision from one field to another by using the “Import” and “Export” button.

The Project subdivision field is located in 2 places in Homere :

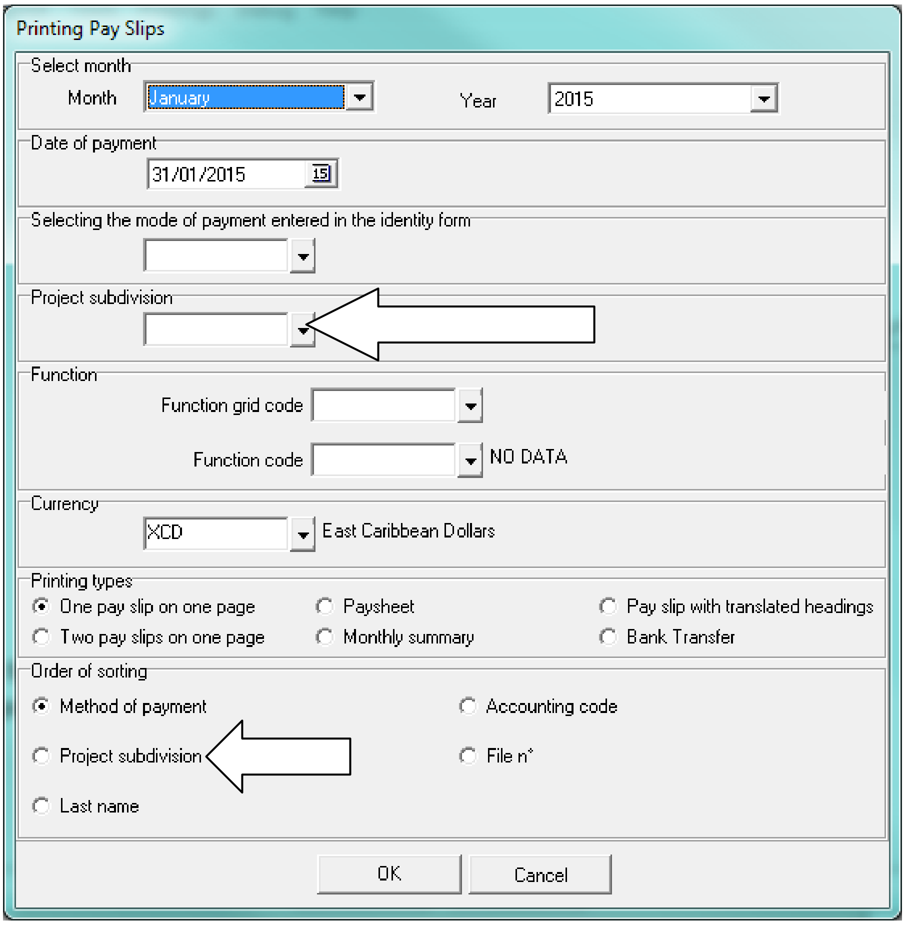
- When entering a contract (**see File 4 of this manual**) :



- In the Payslips Modification or Printing (**see FILE 5**)

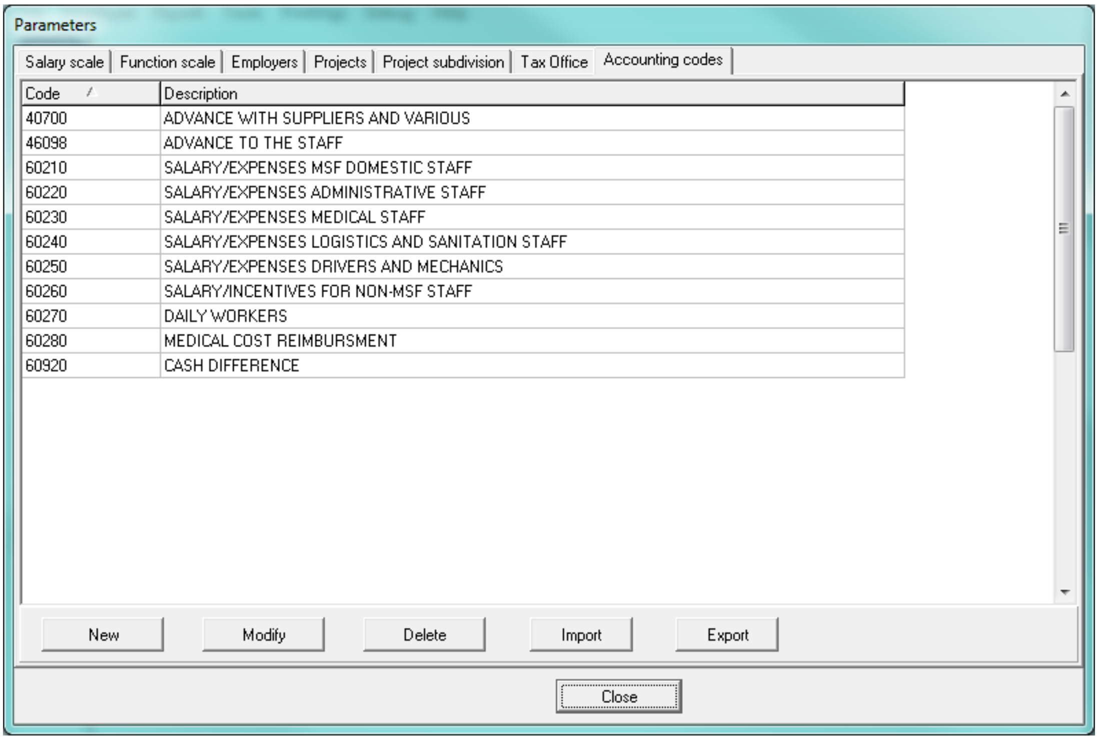


It's possible to modify and print the advances and Payslips by « **Mode of payment** », « **Project subdivision**» and « **Function** » to facilitate the Payslips follow up when the number of employees is too important. Idem for sorting order



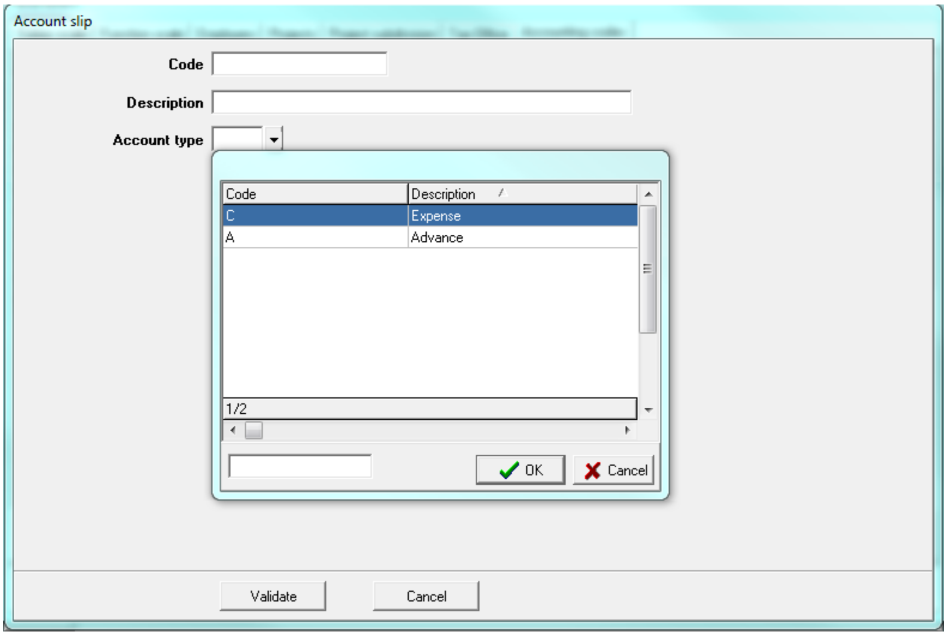
2.6 ACCOUTING CODES (FOR SAGA)

If you need to use the automatic interface through SAGA, it is required to setup the Accounting code.
To do that, select “Accounting code” tab, use the “new” button and create the accounting code regarding the chart of account.



It is possible to import the accounting code list using the “import” button.

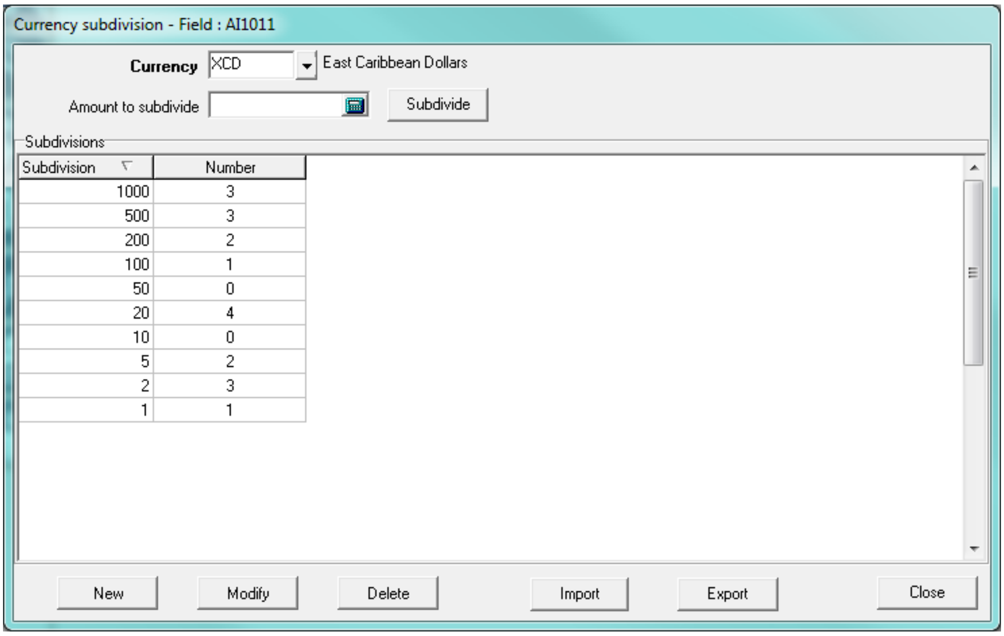
The “new” button allows you to create accounting code that you have to define as expense account or advance account.



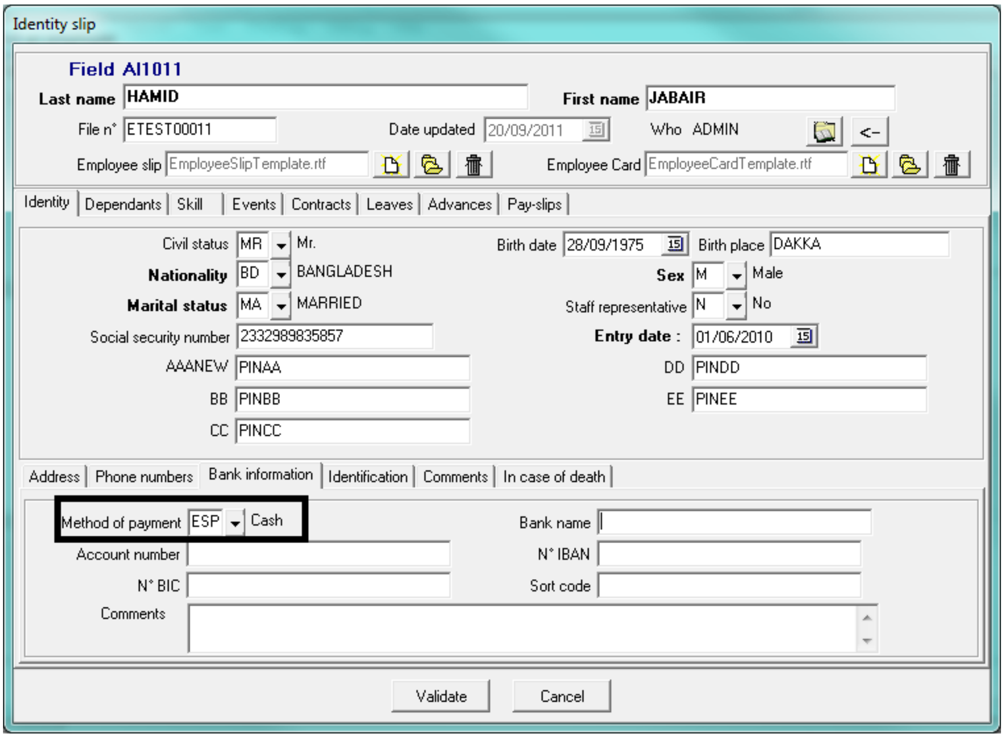
2.7 CURRENCY SUBDIVISION

To help administrators and HR managers, a Homère function makes it possible to find out how many, and which bills and coins must be withdrawn from the safe to pay monthly salaries.

The function is found in: “**Tools**” → “**Currency Subdivision**.”
Click on “**New**” and create the type of bank note and bills that you use to do the salary payments.



This function is used to summarize the needed currency to pay the cash salaries.

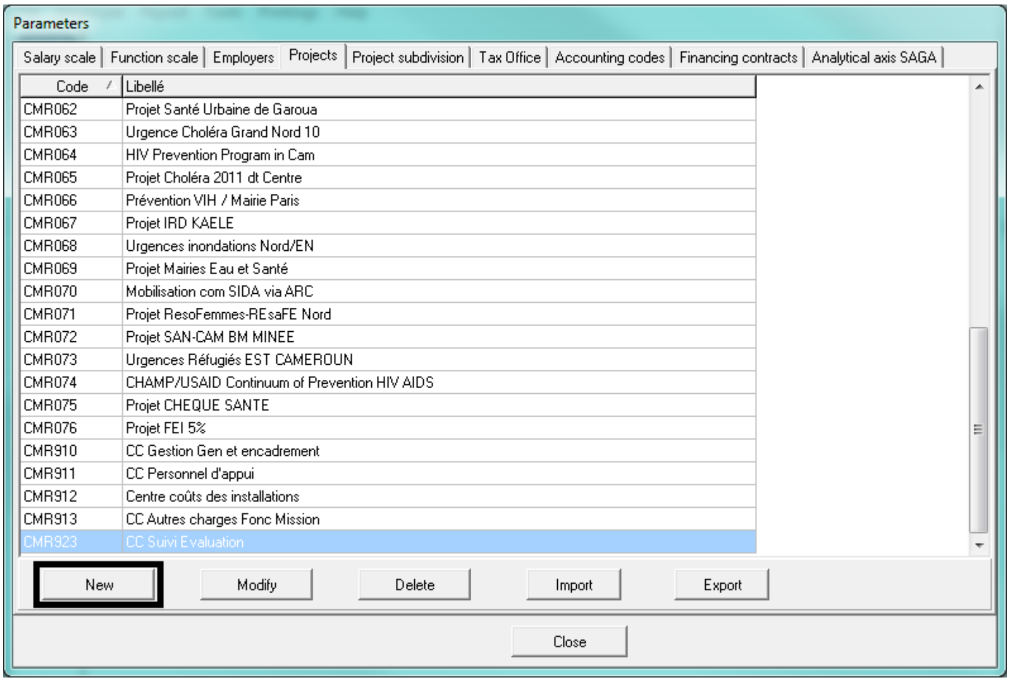


2.8 THE PROJECTS

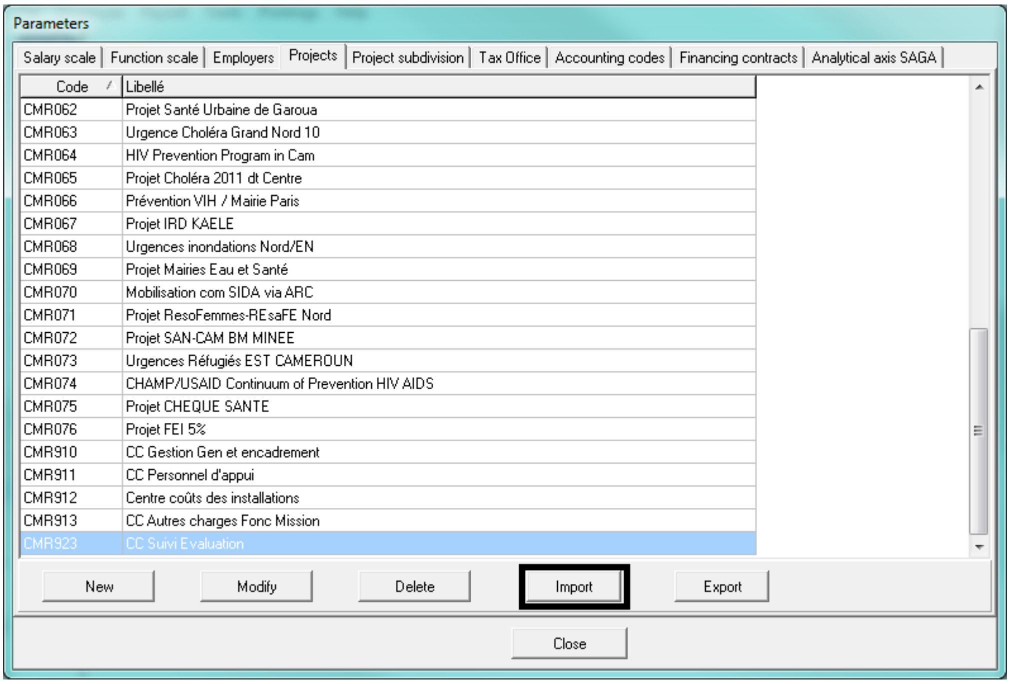
The point here is to create the project list (that is currently lied to the activity).This list is not compulsory, it is used in the working contract to define the financing contract and the analytical axis.

Menu → « Tools » → « Parameters » → « projets » tab

Project creation:



Importing a Project list:



Note: Until Saga 4.11.36, it is possible to export directly from the project list doing a right click on the saga project list (advise: only select active project). The generated project file can be imported in Homere.
This process allows to have exact same list in Saga and Homere. To summarize, it is advised to enter manually projects in Saga and export the list to Homere to avoid any inconsistency.

2.9 IMPORT / EXPORT OF PARAMETERS

You do not have to recreate all the parameters for all the fields. You can export them in a "7zip file" and import them on the field.
This can be done for the salary scale, function scale, payroll calculation, accounting codes, currency subdivision but also for the employees.

Note: Importing and exporting **parameters** (salary grid, function scale, employer, payroll calculation) do not remove them from one field to replace them into another one. It corresponds to a **Copy / paste** action.

FILE 3: SETTING PAYROLL CALCULATION PARAMETERS

The Payroll Calculation is the Homere internal process, which enables the payslips calculation. It includes all the information required to calculate the payslips (net to pay, employee and employer social welfare contributions).

3.1. SETTING PAYROLL CALCULATION PARAMETERS

Doing the setup of a payroll calculation assumes a good knowledge and to be familiar with the country's laws and its payslips specificities.

The Payroll calculation will necessarily differ from one country to another because the salary calculation **RUBRICS** will differ by country, BUT THE METHODOLOGY WILL BE THE SAME.

Only levels **A, B** and **C** can create a Payroll calculation. To do so, go to:

Menu → "Payroll" → "Payroll Calculation"

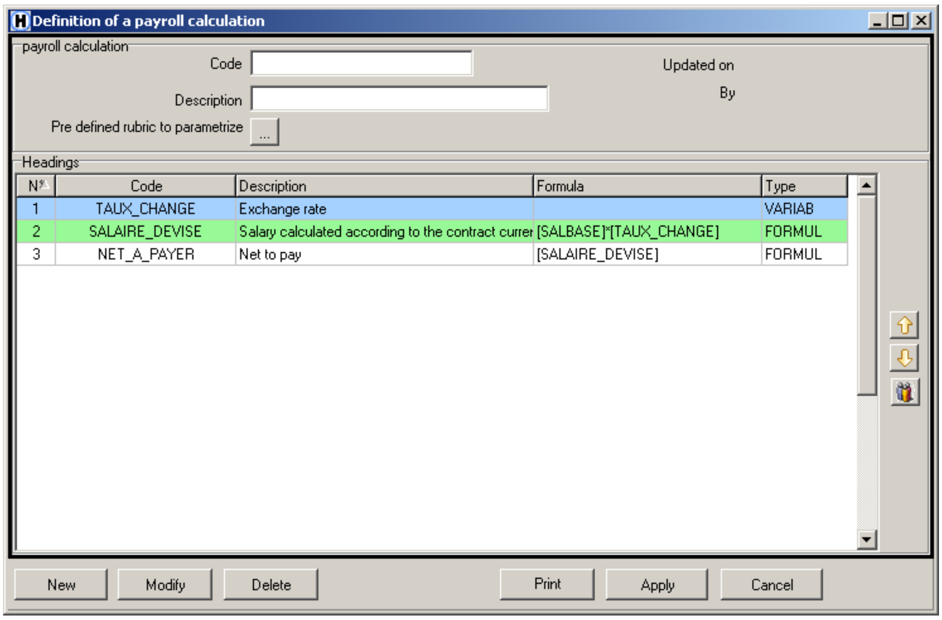
Then : Click on "**New**"

Define the **Code**, note **PP** for Payroll calculation + the **code** or **name** of the country or the field and define the **Description**.

NB 1: You can define the « **Pre defined rubrics to be parametered** » when you will have established your payroll calculation. This allows you to use correctly the printing "Monthly Summary" in the "Printing payslips" menu.

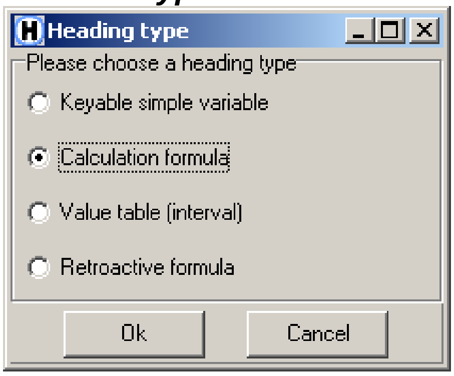
NB 2: Right click to export/import rubrics from one payroll to one another.

A payroll is opened with three rubrics created automatically: Exchange rate, Basic Salary calculated according to the contract currency * the change rate chosen; Net to pay. The formulas of these rubrics can be modified.



THE RUBRICS

Four types of rubrics



1/FIRST RUBRIC: The "**Keyable Simple Variable**" : this refers to any rubric to be completed that may be included in a calculation formula. For example, it may refer to the payroll tax rate for a particular organization or the number of theoretical workdays in a particular country.

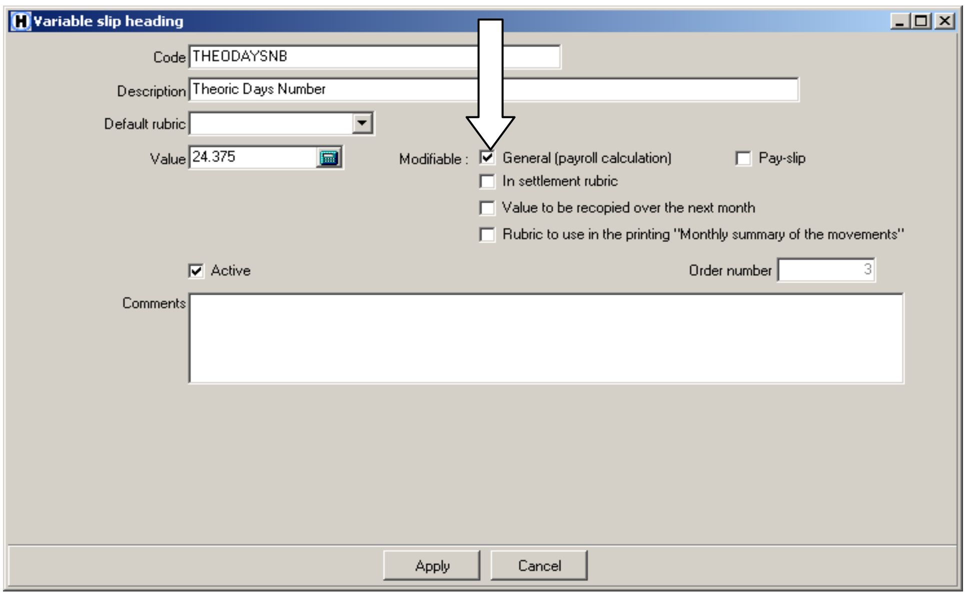
Example: The number of working days within the month: 26. This variable could be included in a calculation formula : the daily rate, for example.

There are two types of **variables**:

➢ The **modifiable** variable at the **Payroll Calculation** level : this means that its values will be defined in the Payroll Calculation and will be changeable only in the Payroll calculation. The monthly value of this variable is the same for all the employees.

Examples of variables that can be modified at the Payroll Calculation level

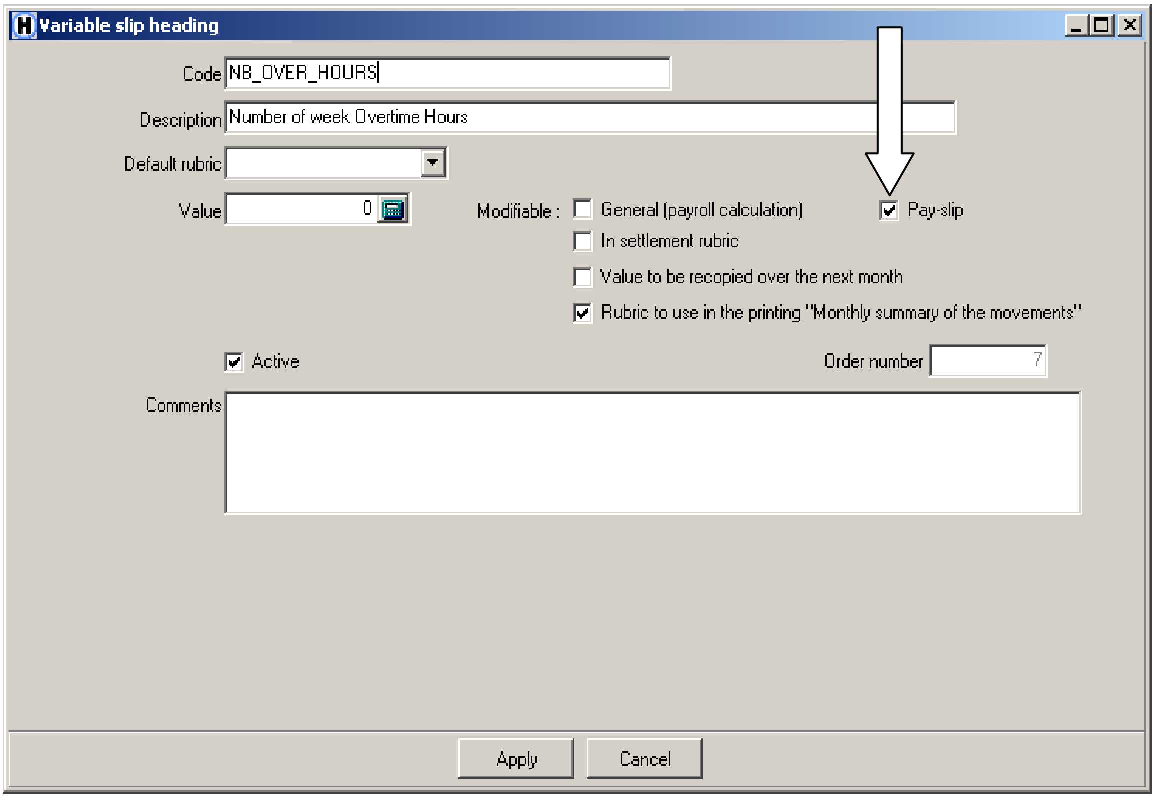
- tax rate,
- number of theoretical working days
- number of theoretical monthly working hours



➢ The **modifiable variable** at the **Payslip** level: this will be a variable that can be updated and adjust for each employee individually.

Examples of variables modifiable at the Payslip level (thus individually by employee = can be different for all employees and from one month to another):

- number of overtime hours done by the employee
- non-taxable deduction (catch-up increase),



<u>The other options linked to variables</u>

➢ Checking "**Active**" enables the rubric calculation. If, at some point, this rubric is no more used, "**Active**" may be unchecked.
For example, the thirteen's month would be activate only for December payslip calculation.

➢ Checking "In settlement rubric" option enables the displaying of the rubric only in case of settlement

The "In Settlement Rubric" checkbox : the settlement generally includes four rubrics which will always be a **"keyable simple variable"** because they will be given by the administrator and included into a calculation formula.

- End of contract allowance,
- notice of termination allowance,
- Paid leave not taken,
- 13th month prorate allowance.

- The “Default Rubric” field is to be used when a variable “modifiable at the payslip level” or at the payroll calculation has to be setup with a default value..

  For example: the number of real days worked
  → by default, you can decide to choose the theoretical number of working days. This will mean that Homère will take the theoretical number of working days if the variable number of real days worked is not entered.

- The box “Value to be recopied over the next month:” this is used in the case of a variable that can be modified at the payslip level and will be the same each month. If this box is ticked, the value will automatically be copied from one month to the next.
  Ex: a fixed transport allowance

- The box “Rubric to use in the printing “monthly summary of the movements ”: if this box is ticked, the information contained in the variable will be cumulated and will appear in the “monthly summary of the movements” printout

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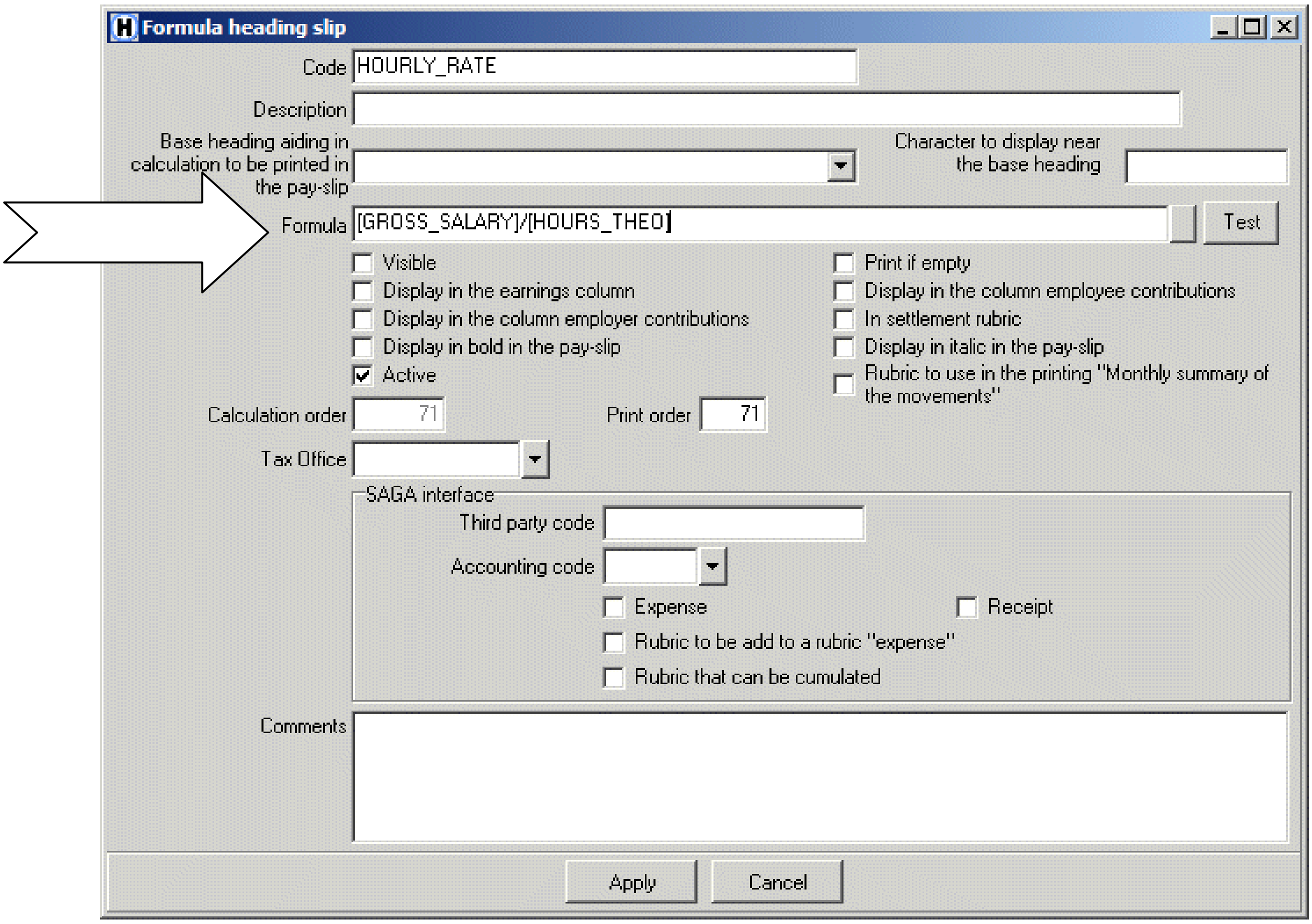
<u>2/ SECOND RUBRIC</u>: The “**Calculation Formula**” : it is any kind of operation (division, addition…) that can includes any kind of rubric (variables other formula or intervals…)

<u>Example:</u> the calculation of the “Hourly rate” divides the Gross salary by the number of theoretical hours.



➢ When creating a “**Calculation Formula**,” you must decide whether its result will be “**Visible”** on the payslip or not **by ticking or not the relevant box.** And if “visible”, is ticked then choose in which column the result of this formula will appear:

- The “**earnings**” column, if it involves an add-on (compensation, bonuses, overtime, etc.)

- The “**employe contributions**” or **“employer contributions”** column, if it involves a deduction (Absence hours, taxes, advances, etc.)

If “**Visible**” is checked, the rubric will be visible on the Payslip; this involves rubrics like the gross salary, salary advances, annual bonus, etc.)

If “**Visible**” is not checked, the rubric will not be visible on the Payslip. This involves rubrics incorporated in a calculation, and that makes it possible to reach a result, but which are not relevant enough to be seen by the employee.

➢ The field “**Base heading aiding in Calculation to be printed in the payslip**” displays on the slip those items incorporated in a calculation.

For example, for the total Overtime Hours, you may choose to show the rubric, "**Number of Overtime Hours**" on the pay statement to indicate the number of overtime hours that were used in the calculation.

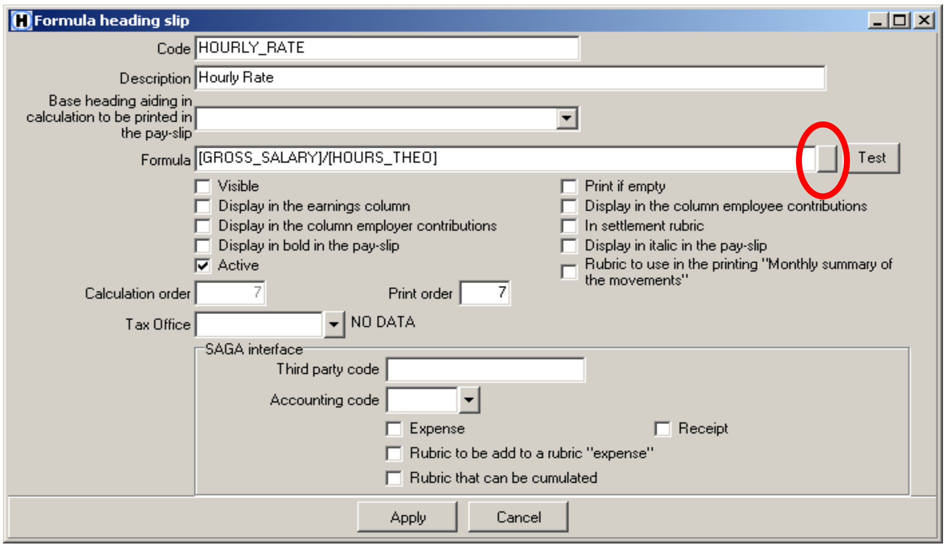
- The Character to display near the base heading allow to enter a character which would be display in the column base in the payslip.

- The "**Print if Empty**" function means that even if the rubric total equals zero, the rubric will still be printed in the statement.

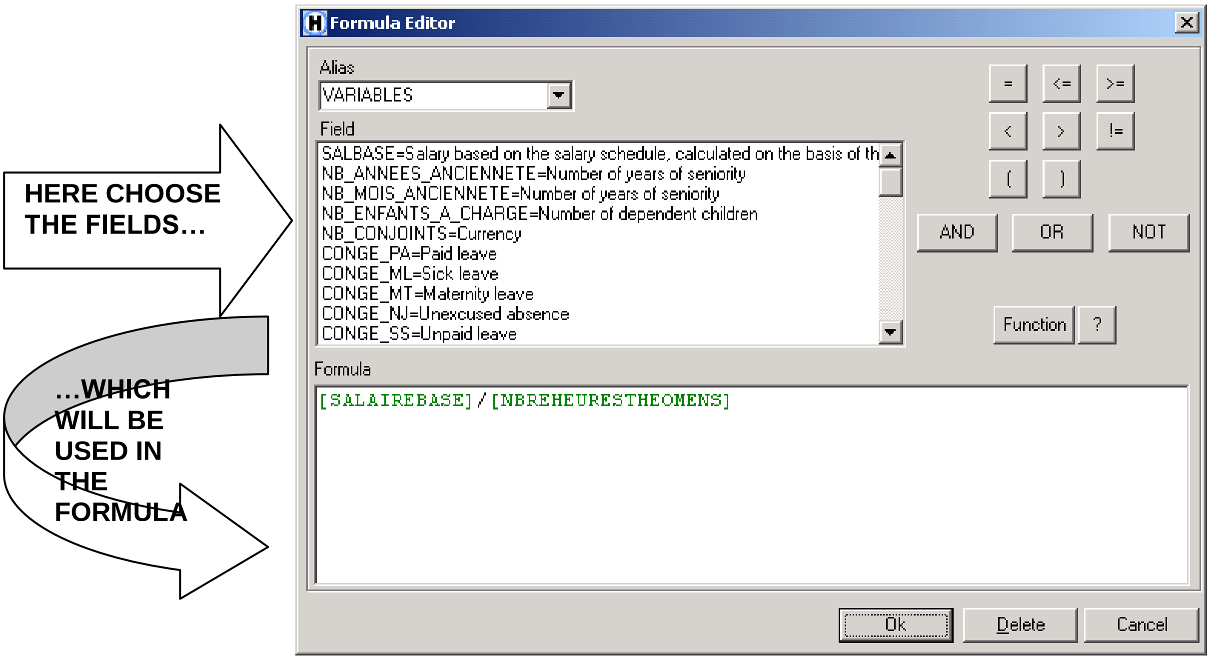
- **The calculation order** must observe the calculation rationale. A rubric incorporated in the calculation formula must not be placed after that formula.

- **The printing order** repeats the same definition as the "calculation order. This order must observe a calculation rationale that will be printed on the payslip. For example, it would thus make no sense to place Net to Pay before the Gross Salary on the payslip. Likewise for the calculation order. **The printing order** addresses the **"visible"** rubrics.

To enter the Formula, click on the small icon to the left of the "**Test**" icon:



The following window will be displayed



At this level, you must choose the Fields that will be used in the calculation formula. These fields already exist by default or are rubrics created during the parameter setting process.

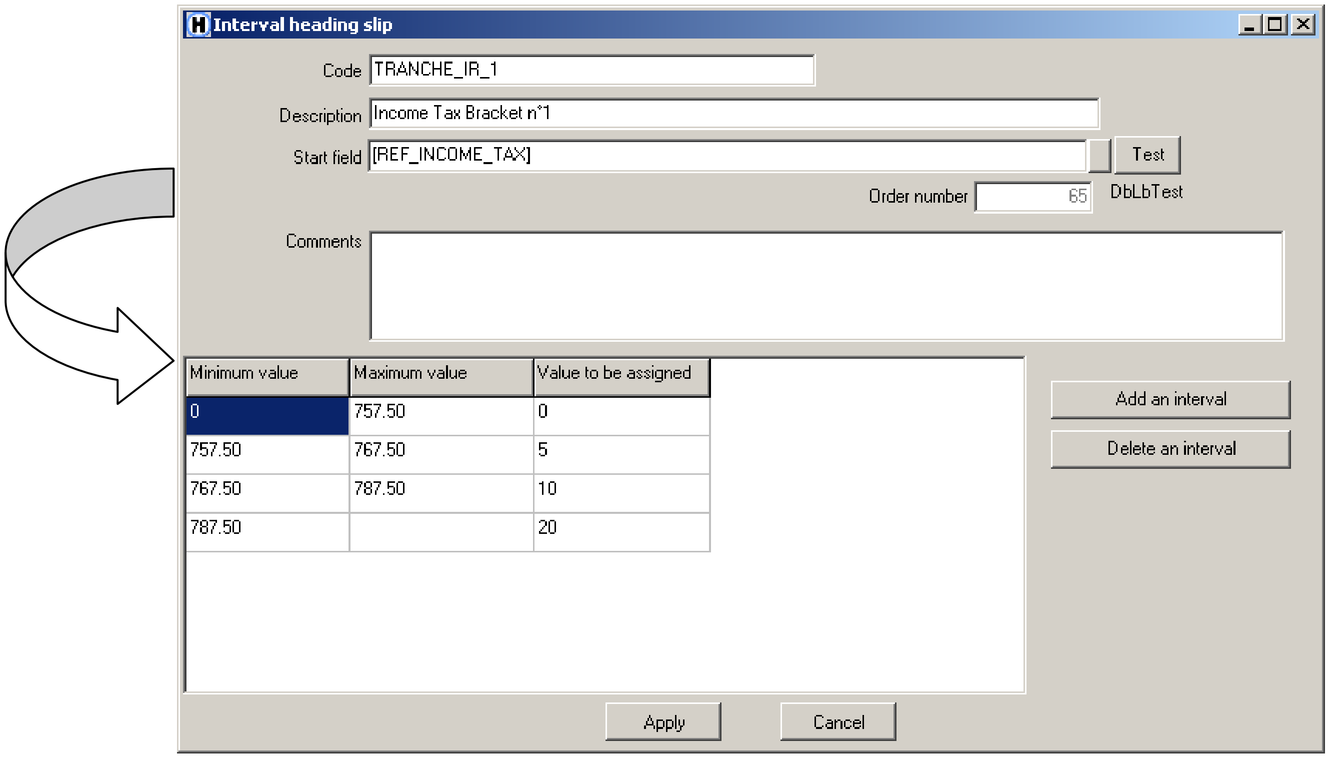
During the first payroll setup some functions in **Excel** language must be formulated in an **SQL** language. The Correspondence Table below displays the key functions used :

EXCEL FUNCTIONS	SQL FUNCTIONS
ROUND	**ROUND**
IF	**IF**
ROUND.SUP	**CEILING**
MIN	**FLOOR**
CEILING(N58; 50)	**CEILING**(N58/50)*50
MAX(0;P9-N9)	**GREATEST**(0,P9-N9)
SEMI-COLON;	**COMMA,**

Note: You must use a period "**.**" to indicate decimals.

3/ THIRD RUBRIC: THE VALUE TABLE

The "**Value Table**": This is a more complex calculation rubric that incorporates intervals and/or value tables for calculating some payroll costs and/or taxes.



Each interval includes a minimum value, a maximum value and a value to be assigned. If there are several criteria in an interval, you must create a corresponding number of interval rubrics and a calculation formula to link the different "value tables."

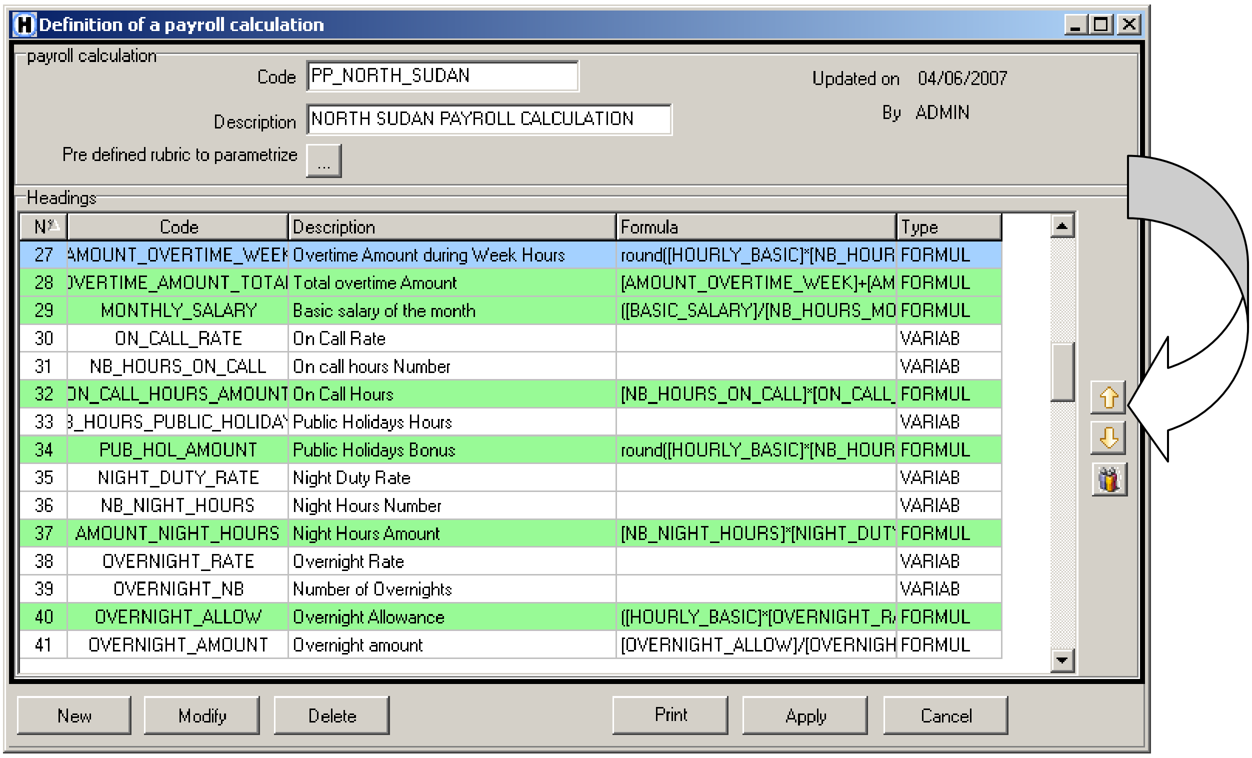
For example, if rate X is to be applied for an interval ranging from 0 to 100, you must create a rubric to set the interval, another that will set the rates by interval and, last, a calculation formula that will link the 2 value tables.

Specifics :

- Nothing can be entered in "**Max Value**." This column will be completed automatically when "**Min Value**" is entered. Thus, the "**Min Value**" from the following line will be the "**Max Value**" from the preceding line. The "**Max Value**" column will thus be completed automatically.
- The compared value is greater than or equal to the "**Min Value**" and **STRICTLY LOWER** than the "**Max Value**".
- The "**Initial Field**" provides Homère the basis of the interval calculation, which will have already been designated or calculated in another rubric. For example, it can be the annual salary for the calculation of a tax subject to a schedule.

- The percentage cannot be entered in the Payroll calculation. Use decimals or division by 100 for the calculation.

Each time a new rubric is created, you must use the up-arrow to move the rubric above the "Net to be paid" one.



N°	Code	Description	Formula	Type
27	AMOUNT_OVERTIME_WEEK	Overtime Amount during Week Hours	round([HOURLY_BASIC]*[NB_HOUR	FORMUL
28	OVERTIME_AMOUNT_TOTAL	Total overtime Amount	[AMOUNT_OVERTIME_WEEK]+[AM	FORMUL
29	MONTHLY_SALARY	Basic salary of the month	([BASIC_SALARY]/[NB_HOURS_MO	FORMUL
30	ON_CALL_RATE	On Call Rate		VARIAB
31	NB_HOURS_ON_CALL	On call hours Number		VARIAB
32	ON_CALL_HOURS_AMOUNT	On Call Hours	[NB_HOURS_ON_CALL]*[ON_CALL_	FORMUL
33	B_HOURS_PUBLIC_HOLIDAY	Public Holidays Hours		VARIAB
34	PUB_HOL_AMOUNT	Public Holidays Bonus	round([HOURLY_BASIC]*[NB_HOUR	FORMUL
35	NIGHT_DUTY_RATE	Night Duty Rate		VARIAB
36	NB_NIGHT_HOURS	Night Hours Number		VARIAB
37	AMOUNT_NIGHT_HOURS	Night Hours Amount	[NB_NIGHT_HOURS]*[NIGHT_DUT	FORMUL
38	OVERNIGHT_RATE	Overnight Rate		VARIAB
39	OVERNIGHT_NB	Number of Overnights		VARIAB
40	OVERNIGHT_ALLOW	Overnight Allowance	([HOURLY_BASIC]*[OVERNIGHT_R	FORMUL
41	OVERNIGHT_AMOUNT	Overnight amount	[OVERNIGHT_ALLOW]/[OVERNIGH	FORMUL

- The rubrics must be sorted in the calculation order and follow one another until the result rubric. If this is not the case, use the arrows to move them properly. The total overtime hours must thus be preceded by the rubrics that allow them to be calculated: hours, rates and the calculation of hourly overtime rates.

- The up and down arrows has to be used to move the rubrics regarding the calculation order.

- The icon located under the arrows -- showing three little figures -- displays the linked rubrics with the selected one. It is very helpful to remember which rubrics depend on another rubric.

- You can recalculate the print order automatically by doing a right click when you are on your payroll calculation screen (the print order may be different as the calculation order).

4/ FOURTH RUBRIC: **The retroactive formula**

It is used to calculate the total amount of monthly existing rubric (formula or variable).

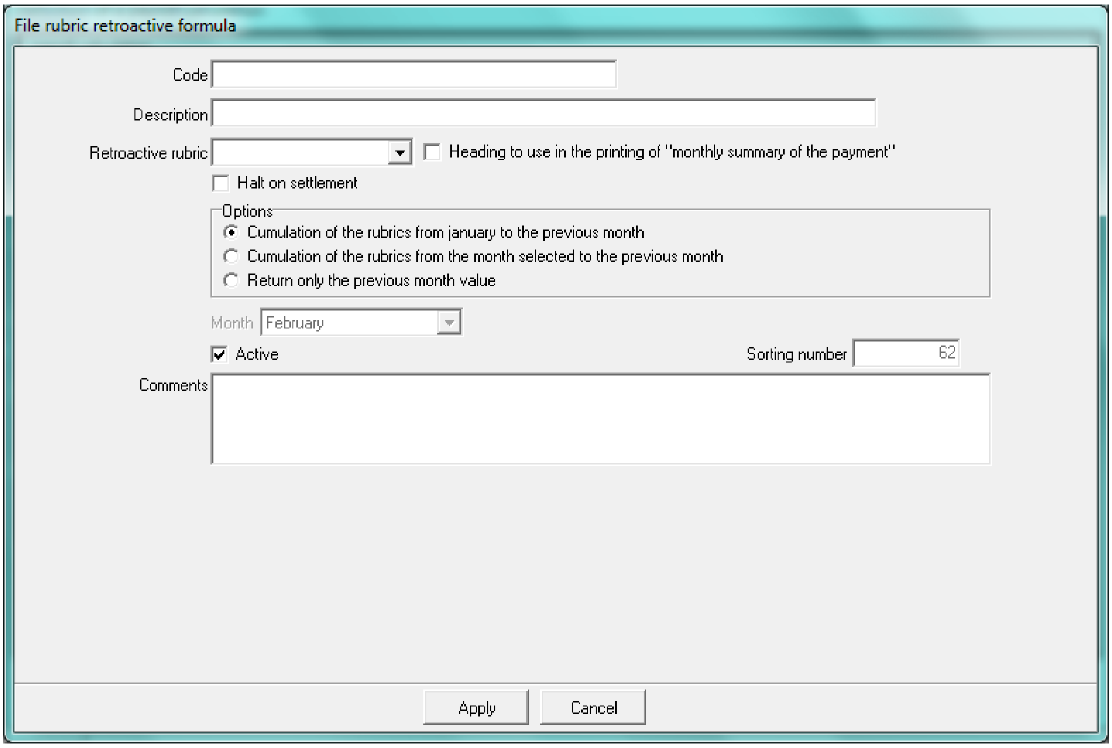
For example the total amount of a tax office contribution will be calculated with a retroactive formula using the monthly tax office amount as retroactive rubric.

You could see the result of this retroactive formula in the monthly salary of the movements by ticking the corresponding box.

“Halt on settlement” checkbox” enables to stop the calculation when a settlement slip is encountered (calculation only on the current contract).

Three options are available:

- “Cumulation of the rubrics from January to the previous month”: add the values of the selected rubric from the month of January to the previous month. Only month with generated payslips are considered.
- “Cumulation of the rubrics from the month selected to the previous month”: add the values of the selected rubric from the selected month (field below the option frame) to the previous month.
- “Return only the previous month value”



3.2. EXAMPLES

THERE ARE some FIXED RUBRICS shared by all countries BUT the PARAMETERS of these FIXED RUBRICS will differ by country.

Example:

The Number of Theoretical Monthly Hours will be a FIXED RUBRIC.
This rubric – that is, the number of hours – will be specific to each country: 208 hours/month, 180 hours/month or 250 hours/month.

SHARED FIXED RUBRICS

Fixed rubrics	Type of rubric	Comments
Basic salary		Based on the salary scale
Number of theoretical monthly hours	Simple variable	Parameters to be defined
Hourly rate= Basic salary/number of theoretical monthly hours	Calculation formula	
Number of theoretical work days	Simple variable	To complete at the Payroll calcuation level
Number of days worked	Simple variable	To complete at the Payslip level
Daily rate = Basic salary/ number of theoretical work days	Calculation formula	
Week overtime hours	Simple variable	To complete at the Payslip level. Rate of overtime may vary by country
Sunday or holiday overtime hours	Simple variable	To complete at the Payslip level. Rate of overtime may vary by country
Week overtime rate	Simple variable	To complete at the Payroll calcuation level
Sunday and holiday overtime rate	Simple variable	To complete at the Payroll calcuation level
Weekly overtime hourly rate = Hourly rate x weekly overtime rate	Calculation formula	
Week overtime Sunday and holiday rate = Weekly overtime x Sunday and leave rate	Calculation formula	
Total week overtime = Number of weekly overtime hours x hourly overtime rate/week	Calculation formula	
Total of Sunday and holiday overtime hours = number of Sunday and holiday overtime hours x Sunday and holiday	Calculation formula	

Fixed rubrics	Type of rubric	Comments
hourly rate		
Number of unexcused absence days	Simple variable	Information can also be entered in the “leave” tab of each employee by ticking the “unexecused absence” box. It will be taken into account if you use the pre parametrized variable “CONGE_NJ” in the formula as “number of sick leave day”. In this case no need to create a variable
Total unexcused absences = number of unexcused days x daily rate	Calculation formula	
Annual bonus	Simple variable	To complete at the Payslip level
Annual bonus	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Number of sick leave days	Simple variable	
Number of months of sick leave = Number of sick leave days/ number of theoretical work days	Calculation formula	
Total sick leave = IF (number of sick leave months =< 4.0), IF (number of sick leave months >4 and =<8, number of sick leave days x daily rate x 75%), IF (number of months of sick leave >8 and =<12, number of sick leave days x daily rate x 50%), IF (number of months of sick leave >12, number of sick leave days x daily rate x 100%).	Calculation formula	Information can also be entered in the “Leaves” tab of each employee. It will be taken into account if you use the pre parametrized variable “CONGE_ML” in the formula as “number of sick leave day” In this case no need to create a variable.
Gross salary = Number of theoretical work days (or number of days worked) x daily rate + weekly overtime total + Sunday and	Calculation formula	Add or subtract other totals according to country.

Fixed rubrics	Type of rubric	Comments
holiday overtime total – total unexcused absences – sick leave total (+ annual bonus total)		
Various taxable deductions	Simple variable	To fill in at the Payslip level
Various taxable deductions	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Various taxable additions	Simple variable	To fill in at the Payslip level
Total various taxable additions	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Severance payment	Simple variable	To fill in at the Payslip level
Total severance payment	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Days of notice	Simple variable	To fill in at the Payslip level
Total layoff notice pay	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Balance of leave not taken	Simple variable	To fill in at the Payslip level
Total balance of leave not taken	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Prorated annual bonus	Simple variable	To fill in at the Payslip level
Total prorated annual bonus	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Taxable salary = Gross salary – taxable deductions +	Calculation formula	

Fixed rubrics	Type of rubric	Comments
taxable additions + (Total severance pay + Total advance layoff notice pay + Total accumulated leave balance + Total prorated annual bonus)		
Social Charges Rates Table	Value Table	
Upper Limit Social Charges Table	Value Table	
Social Charges Amount	Calculation formula	
Non-taxable deductions	Simple variable	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Total of non-taxable deductions	Calculation formula	
Non Taxable additions	Simple variable	To fill in at the Payslip level
Total non-taxable additions	Calculation formula	You must create this as a Simple Variable and Calculation Formula if you want this rubric to be visible on the Payslip.
Advance	Simple variable	Already exist in Homère “ AMOUNTADVANCE”
Net to be Paid **=** Taxable Salary – Social charges amount – Total non taxable deduction + Total non taxable additions – Total Advance	Calculation formula	Already exist in Homère
Rounded Net to be paid = ROUNDED NET TO BE PAID=	Calculation formula	

FILE 4 : ENTERING THE STAFF DATABASE

4.1. TO SEARCH AND CREATE AN EMPLOYEE

Menu → "Employee" → "Find an employee"

- To **Find** an employee already created, you need only to fill in the search elements (First name, Last name – required fields --, country, occupation, etc.) and click on "**Search**."

CAUTION: the checkbox "Search in current contracts only" is ticked by default to limit your search only to employees under current contract. The same for the field as the search will be done by default on the "Active field".

- You may use several search criterion and even the advanced search

- You may also simply click on "Search" and the complete list of employees under "current contract" will appear. You can then sort out the list by alphabetical order by clicking on the button on the heading of the column.

- If you want to search the whole database, you can delete the field code displayed by default in the "field" entry field in the "other data" section. The search result will be displayed regarding every field code of your database.

- To **Create** an employee, click on “**Create an employee**.”

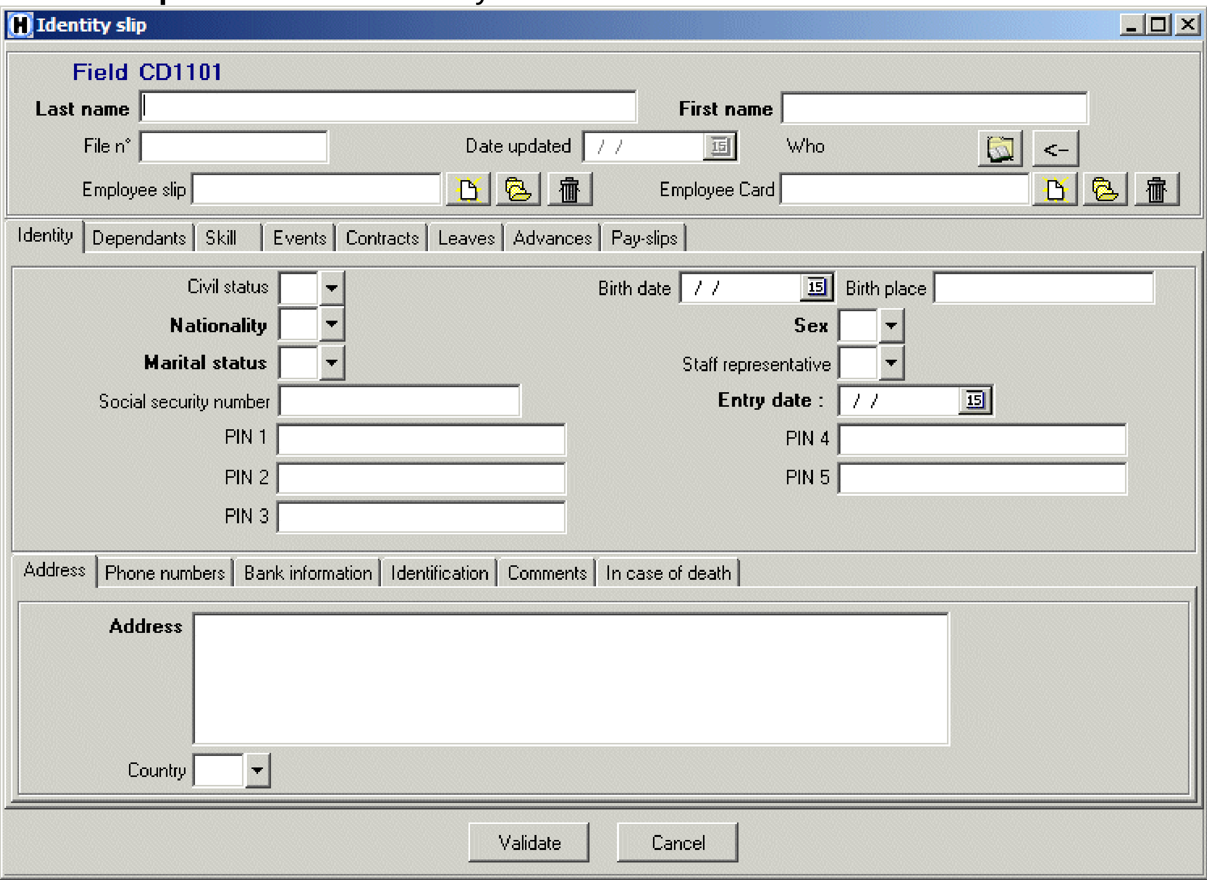
Menu → Employee → Create an employee

Another window will appear: **the “identity” slip,** with different other tabs to be filled in.

Although they are not all required, they are all important in order to have a good employee database and follow up. Indeed, this will avoid the “omitted” and the “mistakes” that may occur during a change of the person in charge of Homère follow up.

4.2. IDENTITY

The **date updated** is automatically filled in



The employee identity record includes all the information necessary for tracking. All the rubrics in "**bold**" under the "**Identity**" tab must be completed:

- Last name
- First name
- Nationality
- Marital status
- Gender
- Address
- The entry date : it's the date of the first contract with the NGO.

PIN fields:

This is five twenty five characters long fields. The description of these fields can be setup in the menu "Tools/Options", "PIN field description" tab. These fields allow a customization of the data entry and can be exported in csv files (see export module).

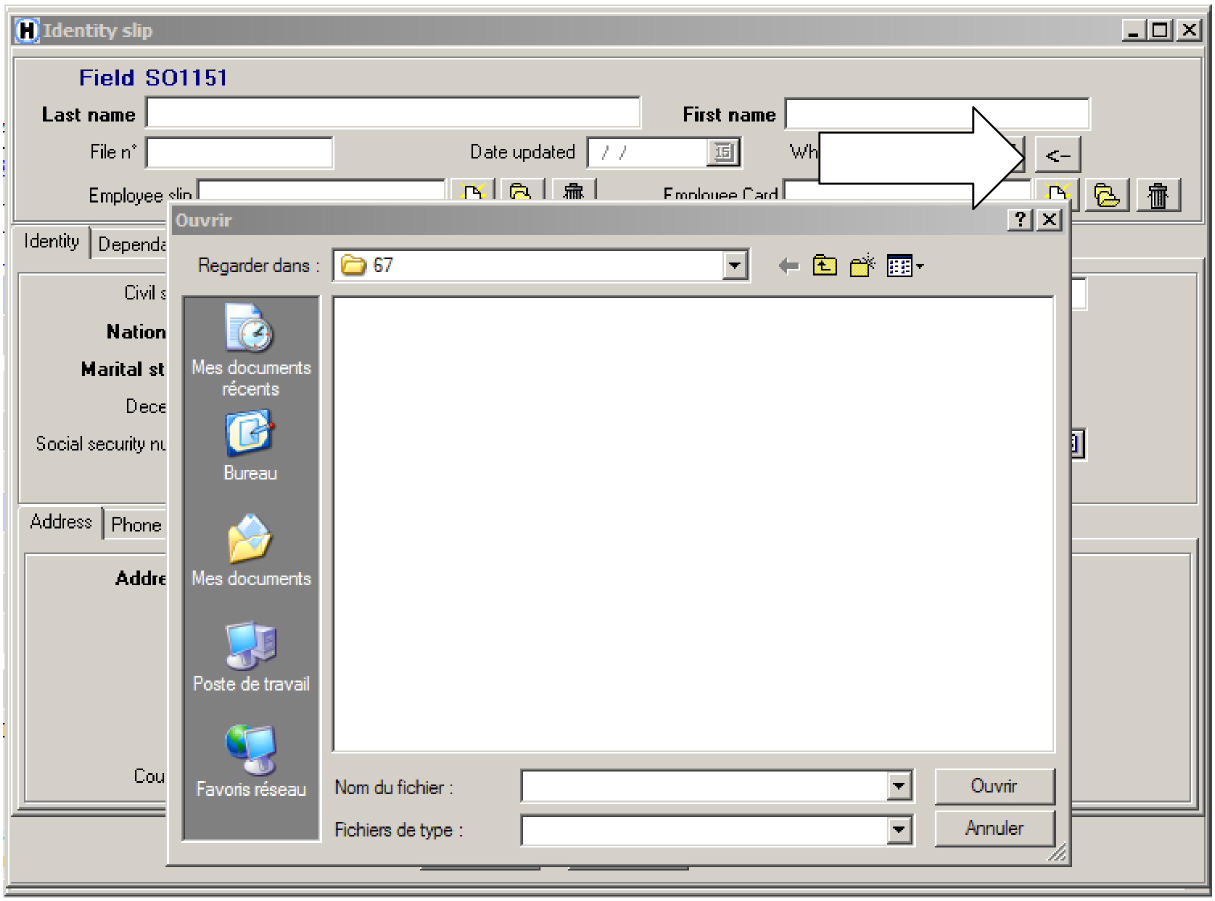
There are several tabs under the “**Identity**” tab:

- Identity
- Phone numbers
- Bank information
- Identification
- Comments
- Beneficiary in case of death

At this level, **Word**, **Excel or any kind of files** may be attached in order to record any type of information you may want to see in the identity record (CV, Work certificate, recommendation letter, ID picture…). Click on the button “ <- **.”** A folder is opened automatically and allows you to classify files related to the employee.

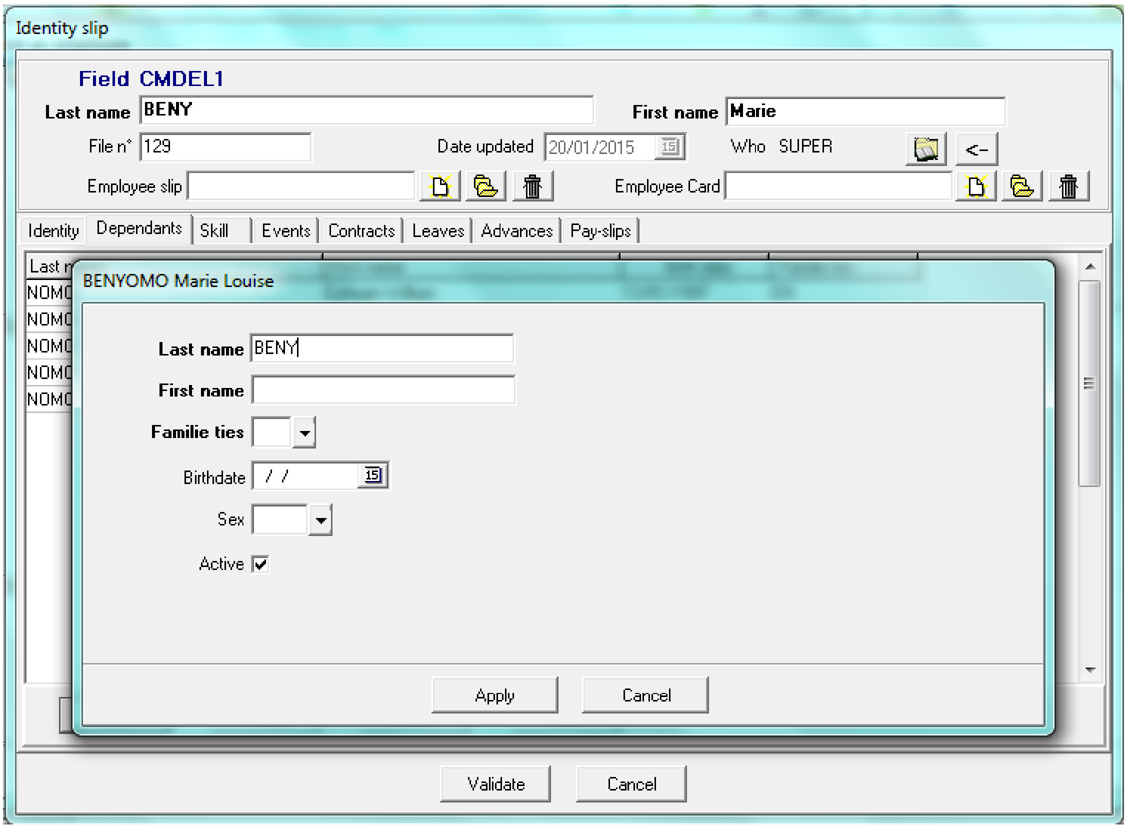
The other icon opens them: 

Warning: The size of the attached files must be monitor to avoid over loading of the hard drive disk.



The Employe slip and Employe card allow to generate document automatically if you design a model.

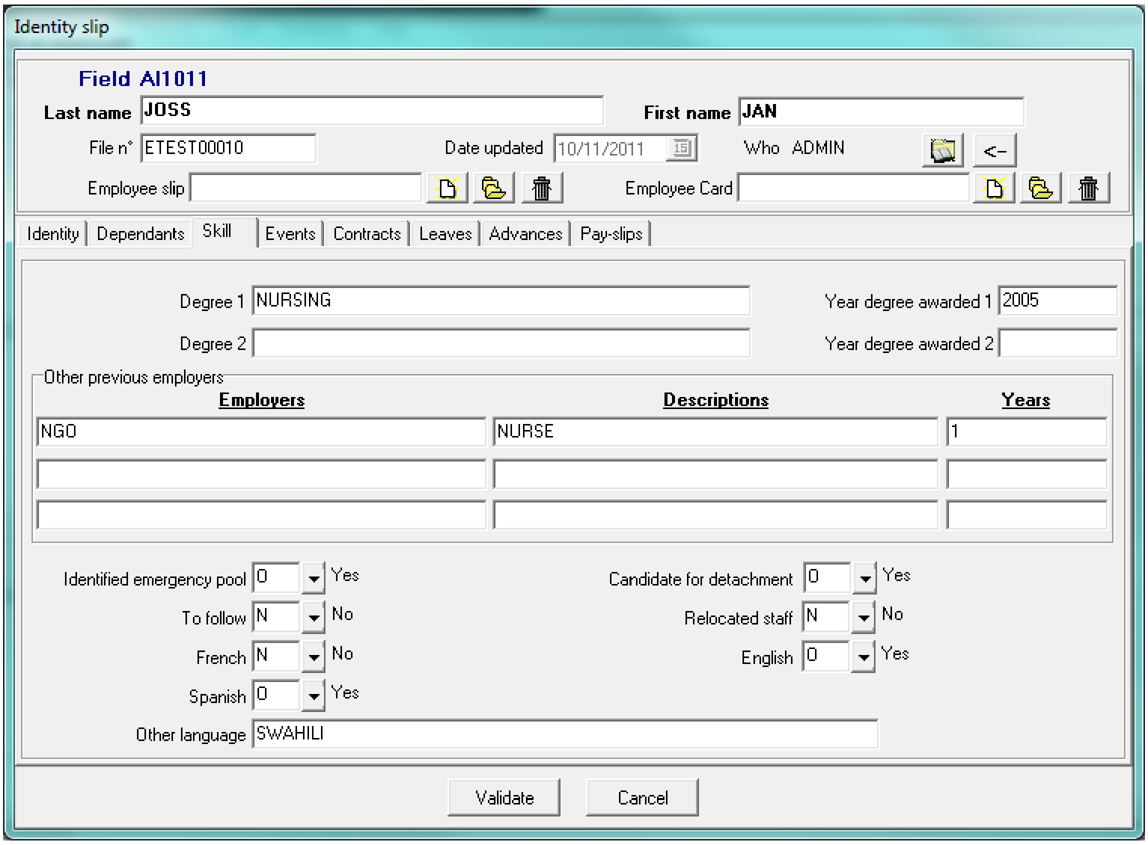
4.3. DEPENDANTS



Click on **“New”** to create a dependent and enter the information requested. There is no limitation of lines at this level.

The “Active” checkbox allows to mark or not a dependent people to include it or not in the payroll calculation process. Indeed, some payrolls special rubrics are available to use the “active” information. For example, “Active” will be checked for all the dependent people that need to be included in the family allocation calculations.

4.4. SKILLS



This is an important tab to complete, particularly with respect to medical staff : doctors, nurses or any profession that requires a license to be practiced.
You should only enter diploma and certificate for which you have a certified copy in the employee file.

You can enter three other previous employers and the following items:

- The "**Identified emergency pool**" function refers to staff identified as able to take a position in the emergency pool. In general, the Field Coordinator or Head of Mission are responsible to perform this identification.

- The "**To follow**" function refers to staff identified to be develop within MSF based on their potential and/or qualifications. In general, the Field Coordinator or the Head of Mission are responsible to perform this identification.

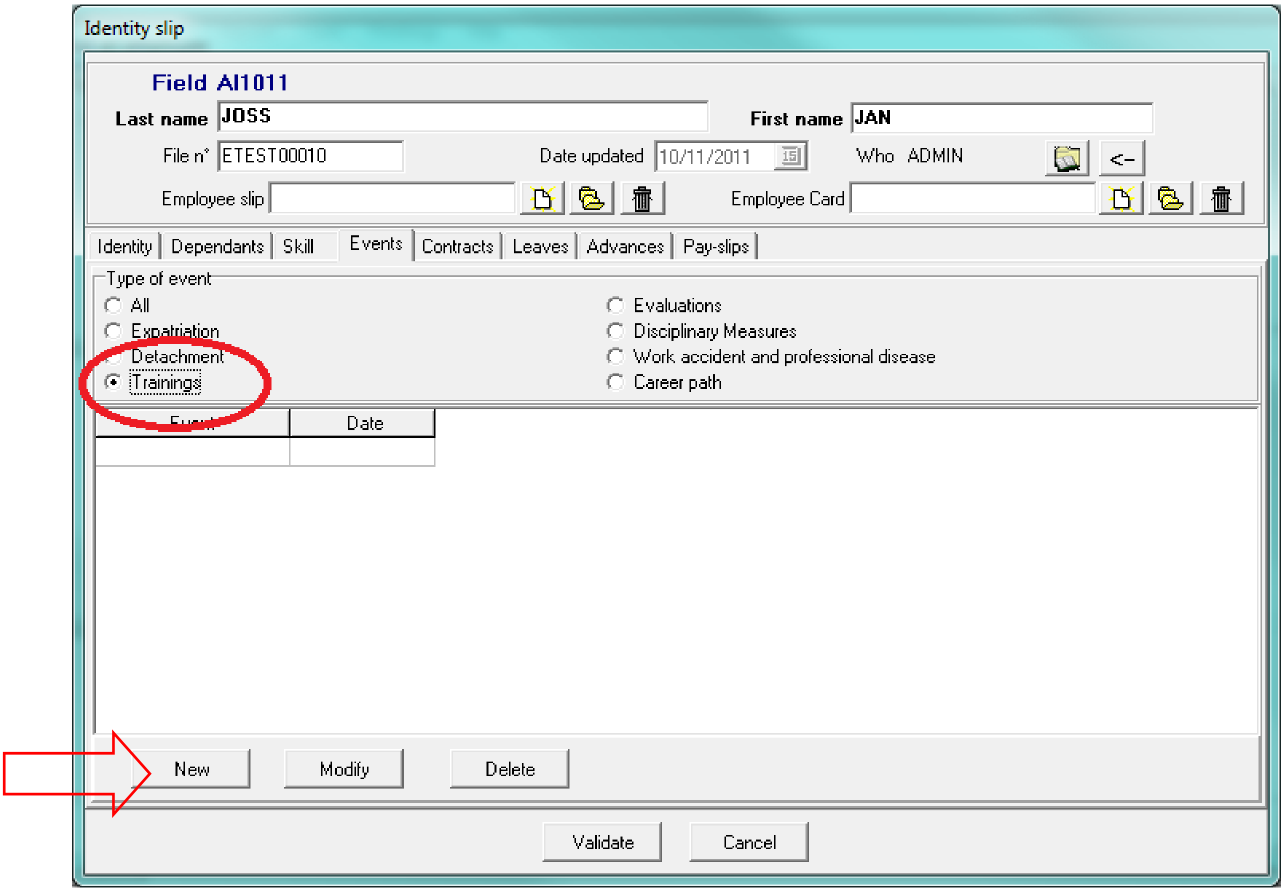
- The "Relocated staff" function.

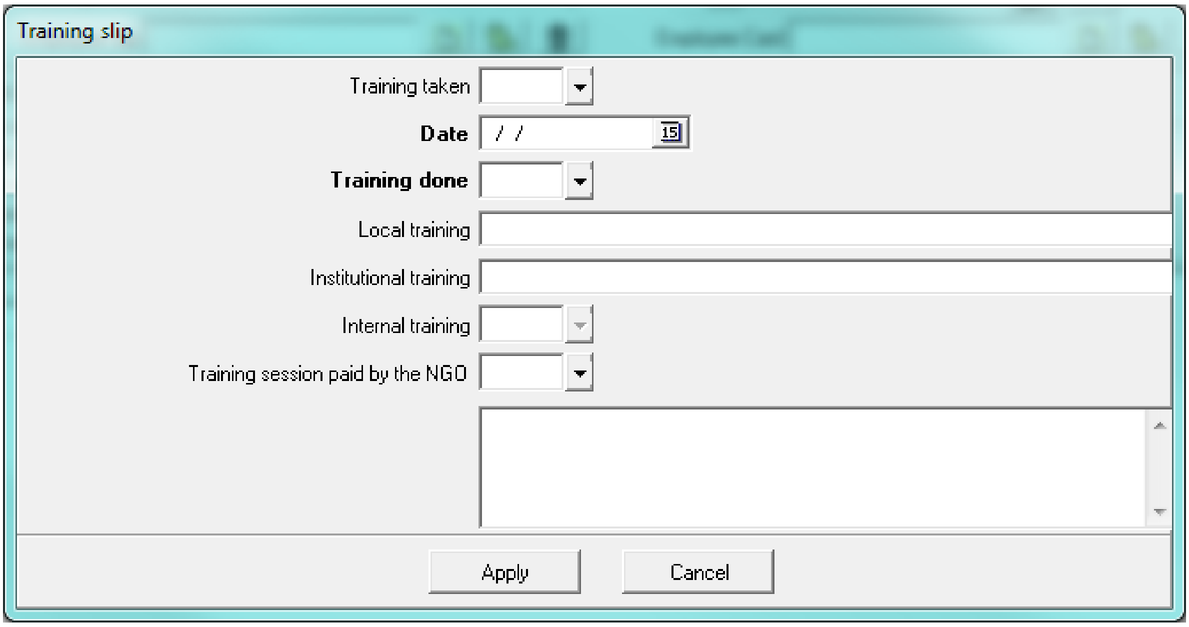
- The "**candidate for detachment**" is for the staff validated by the coordination team and the desk for a detachment.

4.5. EVENTS

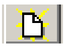
It includes all events that may mark an employee's work history: expatriation, detachment, trainings, evaluations, disciplinary measures, work accident and professional disease and career path wishes.

To enter the events, select the kind of event by ticking the corresponding box and click on "**new** ":
ex : Tick the "Training" box and click on "new" to enter the name and date of the training. Use the "comment" field to add more information.





<u>For evaluation and disciplinary measures: it is possible to generate and attach a file:</u>

For this click on the small icon “generate” 
Homere opens a RTF format template file, which needs to be completed and saved: it is saved automatically to a numbered folder, unique to each person.

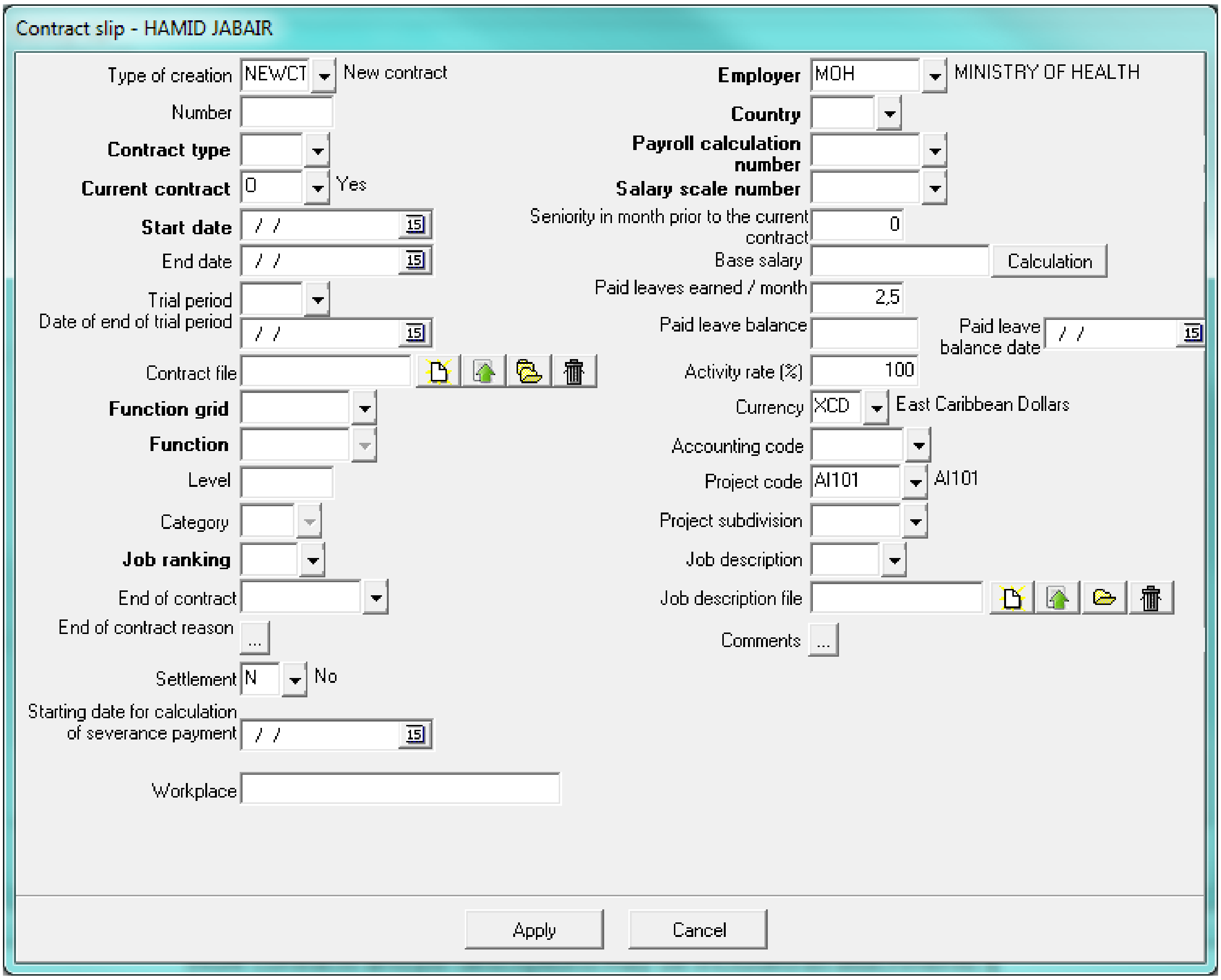
If you use the  button, this feature allows to attach every type of file (doc, pdf, xls, jpg…)

Homere generates a folder for each staff, in which evaluation and disciplinary measures are saved automatically. You can also access this folder through the arrow button at the top right side of the identity slip.

<u>It is also possible to enter the “next evaluation” :</u>
click on “**evaluation**”, → “**new**”, and put the date, the name and function of the person to doing the evaluation, and in the menu “Evaluation done choose “**NO**”
Then, click on “**Apply**”.
If you created an evaluation, you can create the next evaluation using the “Next evaluation” button. If you do not enter the date, Homere will calculate it from the parameter you have entered when creating the field : “**number of months between two evaluations**”.

4.6. CONTRACTS

The contract slip must be completed to generate the payslip.



Each new contract will be recorded on a new line.

Work contracts and job descriptions may be included as attachments the same way as in the disciplinary measures and evaluation events.

It is important to complete all Fields (Fields in bold are compulsory):

- **Type of Creation:** there will be a choice between three contract types:
  - "NEWCT" for new contracts
  - "PROL" for renewed contracts
  - "AVENA" for amendment
- The **Number**, which provides information on the contract number

- The **Contract type**: Open-ended or Fixed-Term Contract, Incentives, Contract of replacement.
- **Current contract**: only one contract can be the current contract.
- The contract **Start Date**, that may not the same as the contract entry date
- The **End Date**, if it concerns a Fixed-Term Contract,
- **Trial period :** The probation period
- Trial period **end date : ending** date of this probation period
- The **Contract file** may also be attached. One or more models will be suggested. You have the possibility to add new fields in the documents (click on F1 to see the list).see File 4.8.
- The **Function grid** used in this contract
- The **Function**, which will be directly linked to the salary scale,
- The **Level** and **Category** are automatically completed when the function is entered,
- The **Job ranking**: it aims at identifying for example: Coordination managers, Field managers and General staff…
- End of contract: the reason of the end of contract to be chosen in an item list (disciplinary dismissal, normal end of contract, retirement….)
- The **End of Contract reason**: this is an edit entry field design for extra information regarding the end of contract
- **Settlement**: Yes or No
- The **Starting date for calculation of severance payment**: could be used in the payroll calculation through the special variable STARTDATE in order to calculate an amount to be paid in the settlement slip.
- **Workplace** is the place where the employee is working
- The **Employer**: this entry field is linked to the employer list
- The **country** where the contract has been signed
- The **Payroll Calculation number**: the payroll calculation code to be use for generating payslips
- The **Salary Scale number,** which was entered in Homere and applies to the employee (there may be several salary scales),
- **Seniority in month prior to the current contract**: Homere automatically calculates seniority IN MONTHS, from the start date of the current contract until the beginning of the payslip month. If the employee has a seniority prior to the current contract start date, it has to be entered in the "**Seniority prior to the current contract**," entry field. Homere seniority is calculated regarding seniority prior to the current contract + the seniority from the start date of the current contract until the beginning of the payslip month. NB: THIS SENIORITY WILL ONLY BE DISPLAYED IN THE TOP RIGHT HAND PART OF THE PAYSLIP, AND WILL MAINLY ENABLE THE CALCULATION OF THE BASIC SALARY
- The **Base salary:** if the function is entered, using the "Calculation" button will automatically display the basic salary. However, it is possible to enter it manually if the basic salary is not included in the salary grid for any reason. The field would be then highlight in blue.

- The **Paid Leaves earned / month =** the number of paid leaves days that an employee acquire each month. By default this figure is given automatically coming from the information entered while creating your field,
- **Paid leave balance:** the amount of leaves to be entered manually specially in case of new contract, amendment, or when creating a new file for an employee that already work for the NGO. This entry field can be used also to set the paid leave for the annual update.
- **Paid leave balance date:** this is the date linked to the Paid leave balance that is to say the start date of the contract or the last date of update of the leave balance.
- **Activity rate (%)**: in the payroll calculation, the rubric TAUXACTIVITE can be used to automatically prorate the payslip.
- **Currency:** this refers to the payment currency,
- The **Accounting Code**: to be chosen from the list.
- The **Project Code** is linked to the project list. Theses codes currently come from SAGA (or from your accounting software) and are used in Homere to display the financing contracts and the analytical axis.
- **Project subdivision** is provided in the contract slip to distinguish among the various programs in the same field location,
- **Job Description**: Yes or No
- **Job description file**: the generate button allows to use a job description template. The “attach a file” button allows to attach a file whatever its type.
- **Comments:** to be used to enter all useful information.

SUMMARY OF MAIN POINTS TO CHECK WHEN A CHANGE OF CONTRACT OCCURS

- It **is not possible to create a new** contract if the employee already **has a current contract**. You must therefore close the current contract before creating a contract.

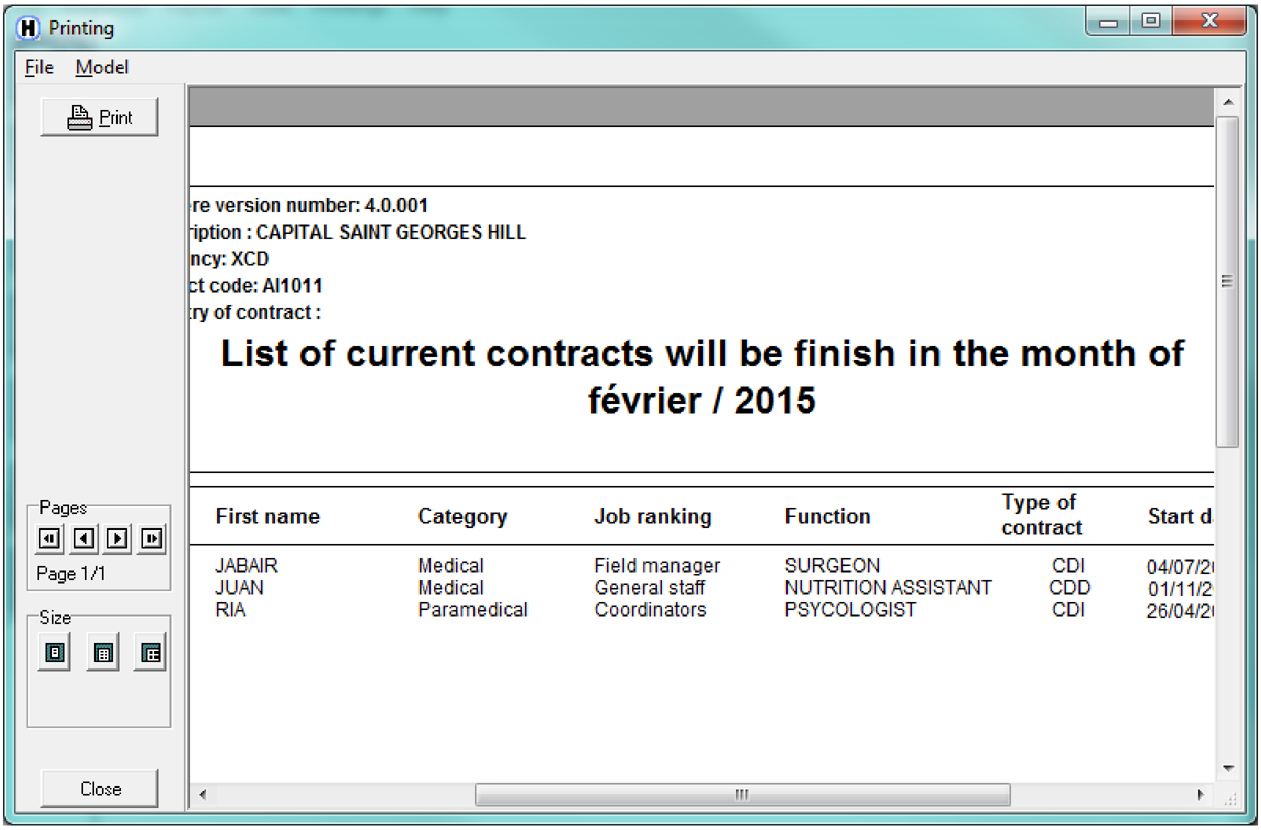
- When a contract amendment is created, the current contract is automatically closed and replaced by the amended version.

- When an **amended contract** is created or a **contract is renewed**, the data from the previous contract are copied in the contract entry fields. This data may need to be updated, and in particular:
  - **Seniority in months prior to the contract**: this will need to be updated manually each time a contract is changed and eventually use the “calculation” button to update basic salary (before the creation of a payslip, the basic salary is automatically updated).
  - **Balance of leave not taken/date**: this needs to be updated manually each time a contract is created. “Paid leave balance date” : enter the start date of the contract

A warning message will be displayed each time you create a contract to remind you to update theses 2 entry fields.

4.7 FOLLOW UP OF CONTRACTS AND PROBATION PERIOD

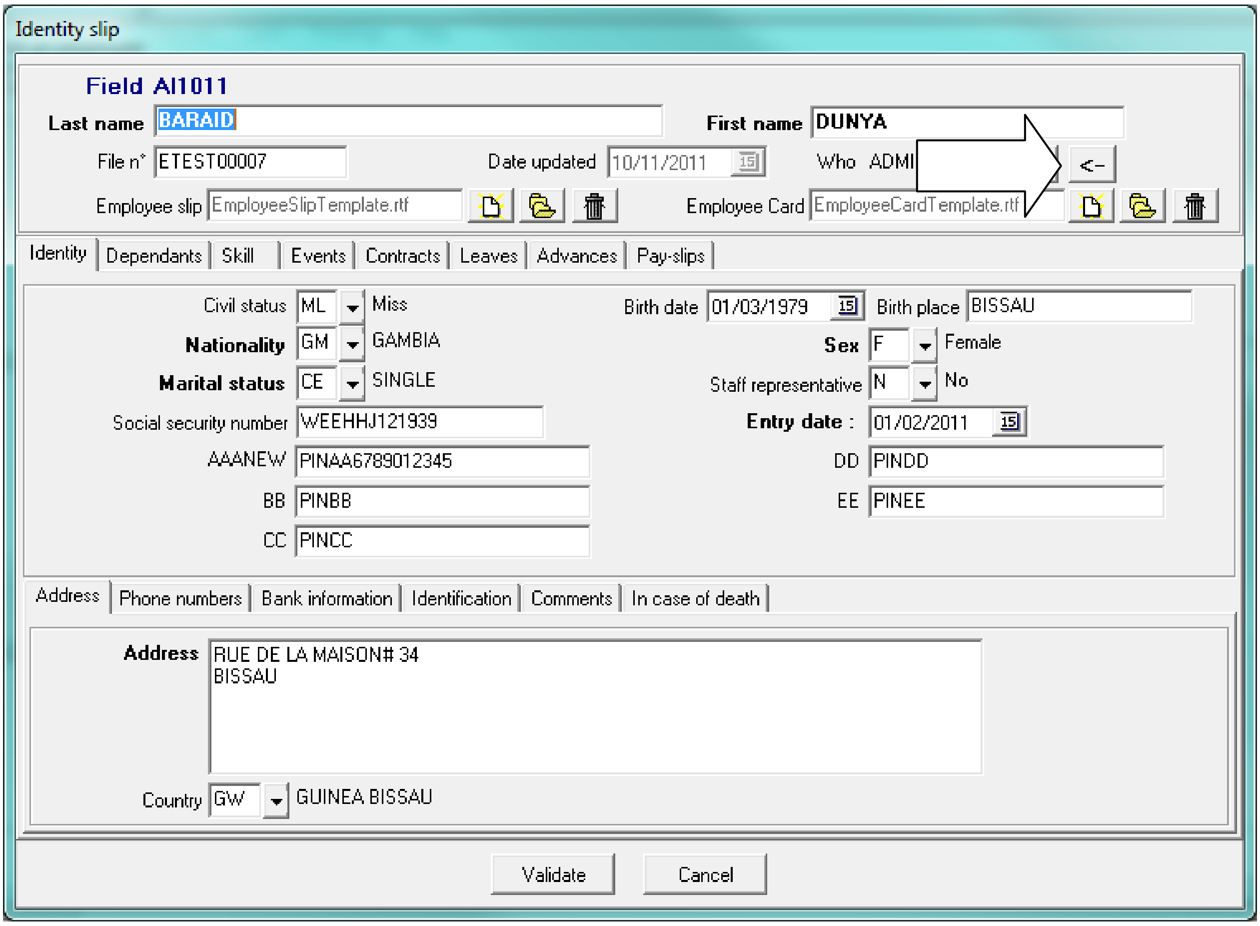
In order to follow the contracts ending and trial period ending, you can use the function : “Printings”, “current contracts printing” and “contract ending the month of” or “trial period finishing month of”, and choose the month you want.



4.8 TO ATTACH FILES TO AN EMPLOYEE FILE

- **How to attach a file to the employee file :**

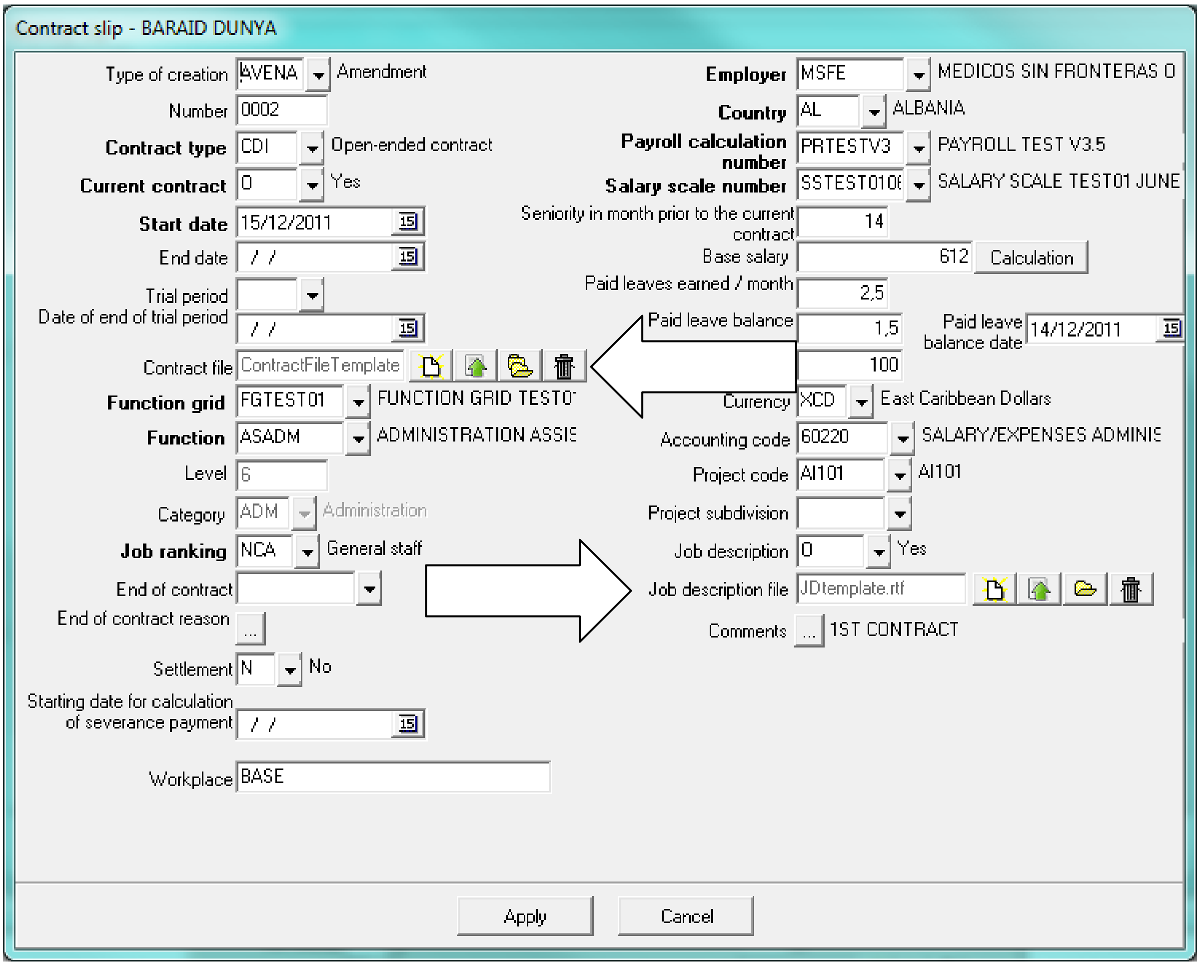
You can attach every type of file (doc, xls, xlsx, pdf, jpg….) to the employee file. To do that, you have to use the <- button in the upper right side of the screen.

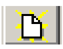


You have to use the  button to access the list of attached doc file, then you can select the one you want to open.

- **How to attach a file for an entry field:**

You can attach files to some specific entry field like for example the “contract file” or the “Job description file” entry fields in the contract screen.



Use the “generate”  button to use a RTF file template. It will be save automatically in the employee folder

Use the “attach a file”  button to attach a file whatever its extension type (doc, xls, xlsx, pdf, jpg…)

4.9 CUSTOMIZING THE MODELS

Some template may be used to generate automatically some documents which are going to be linked to the Homere data through specific mailing variables (automatic mailing).
The templates that can be used with Homere are RTF files which includes the mailing variable surrounded by tags <>. The mailing variable will be filled automatically with Homere data during the generation of the file.

Warning: it is advised to avoid logos and arrays in the templates because there are not compliant with RTF format.

When you are on a contract screen, the F1 key (or the menu help/Manuels) allows you to open the list of available mailing variable that can be used in RTF template.

You just have to use the mailing variables in a RTF file, surrounded by < and >.
Be careful of the syntax, in the bellow example, to generate a file with the employee name, you must use <nom> in the body of the template.

List of variables available in the rtf template

Staff table

Variable	Description
code_staff	Staff Code
nom	Last name
prenom	First name
pays	Country (example : fr)
libpaysadresse	Country description (example : France)
statutfamilial	Marital status code
libsfamiliale	Marital status label
Commentaire	Comments
sexe	Sex Code
libsexe	Sexe Label (example : M for Male)
datenaissance	Date of birth
lieunaissance	Place of birth
enfants	Number of children
num_soc	Social Security Number
decede	Deceased Y / N
date_maj	Last update date of the employee file
diplome	Degree 1
annee_diplome	Year of degree 1
civilite	Code used in the dictionary for salutation (example : Mrs., Mr.)
libcivilite	Salutation description (example : Mister, Madam)
tel_bureau	Office phone
tel_prive	Home Phone

Example of RTF template :

EMPLOYMENT CONTRACT
FOR A FIXED PERIOD

Being between **ONG**, an international non-profit humanitarian organisation
Mission: .... (country and project place)
Represented by ....
hereafter referred to as "the employer"

and **Mr/Mrs/Miss: <nom> <prenom>** Residing at <adresse>
<pays>
....
Born on the <datenaissance> in <lieunaissance>
Nationality: <nation>
Identity card n°: ....
hereafter referred to as "the employee"

The following has been agreed.

Article 1: ....

Screen copy of the generated file using the above RTF template:

EMPLOYMENT CONTRACT
FOR A FIXED PERIOD

Being between **ONG**, an international non-profit humanitarian organisation
Mission: .... (country and project place)
Represented by ....
hereafter referred to as "the employer"

and **Mr/Mrs/Miss: BARAID DUNYA** Residing at RUE DE LA MAISON# 34
BISSAU
GW
....
Born on the 01/03/1979 in BISSAU
Nationality: GM
Identity card n°: ....
hereafter referred to as "the employee"

The following has been agreed.

Article 1: ....

4.10 TO IMPORT/EXPORT A STAFF

This feature has been totally upgrade in the version 4. A specific help file is available.

Note: In version 4 and above, the exported staffs are not remove of the database. The history is kept and can be edited but it is not possible to update the data. The file is frozen.

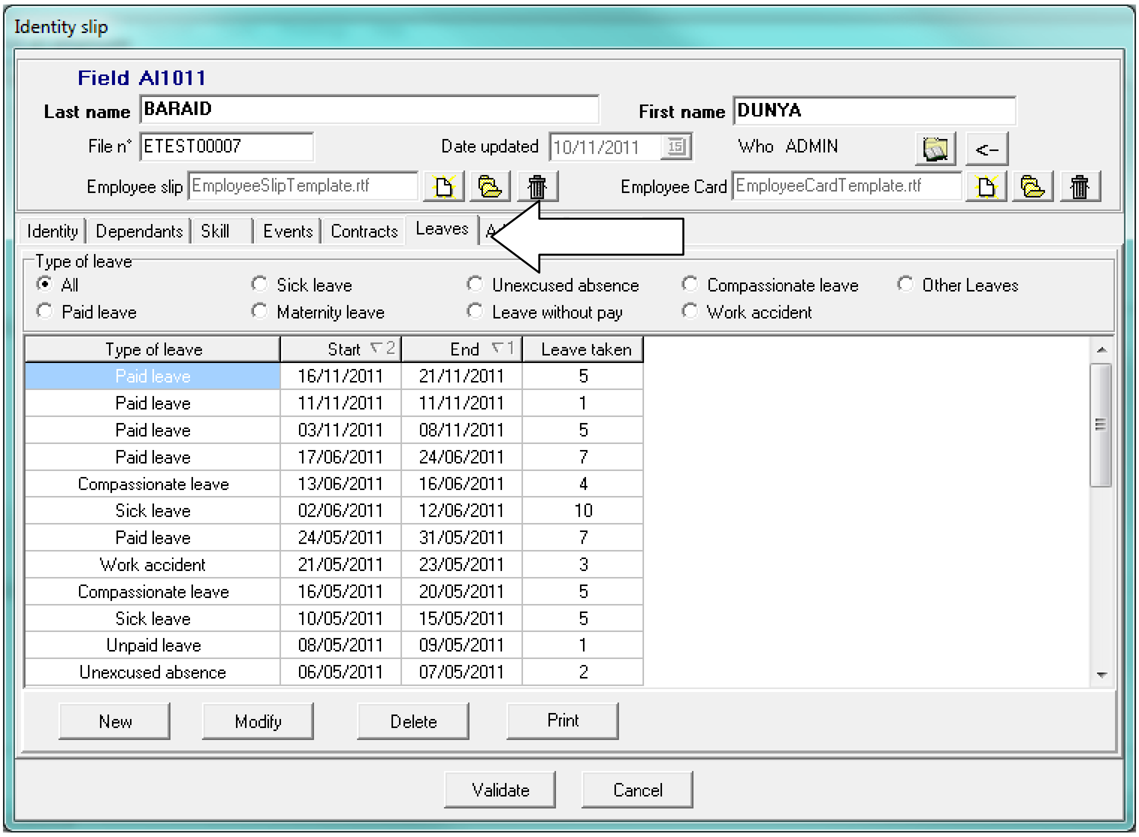
FILE 5 : SETTING UP PAYSLIPS

The payslip process involves 6 steps at least:

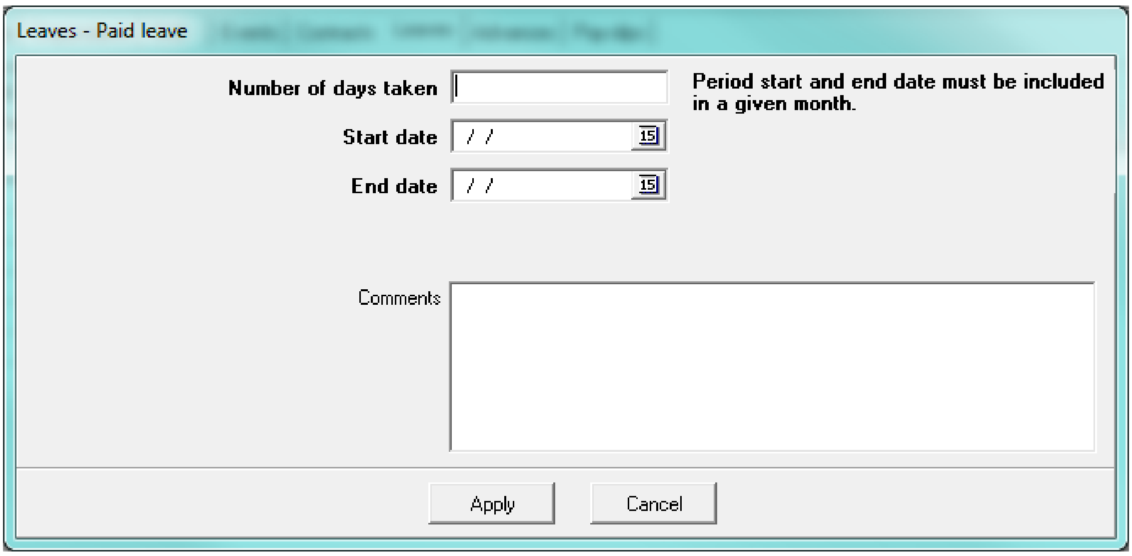
- Follow up of leaves
- Follow up of advances
- Generating the month's payslips,
- Updating the payslip that require specific information (number of overtime hours, number of absences, etc.),
- Printing the month's payslips.
- Closing the month
- Extra step: Generating the Saga file

5.1. THE FOLLOW UP OF THE LEAVES

The follow up of the leaves is done in the identity slip of the employee:

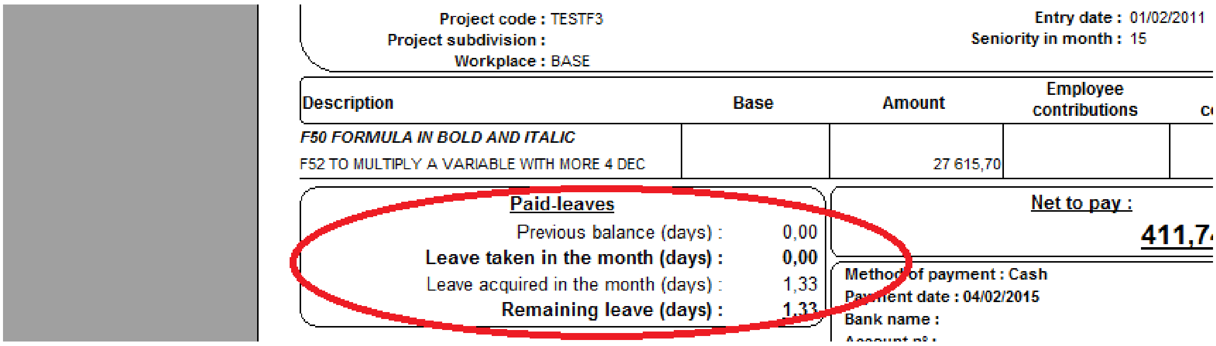


It is necessary to complete the leaves in the current month in order to include them in the paid leave balance of the payslip. Once the month is closed, it won't be possible anymore to update or enter leaves.
To enter leaves, you must first select the type of leaves (paid leave, sick leave, maternity leave…). Then, use the "**new**" button and fill the entry fields:

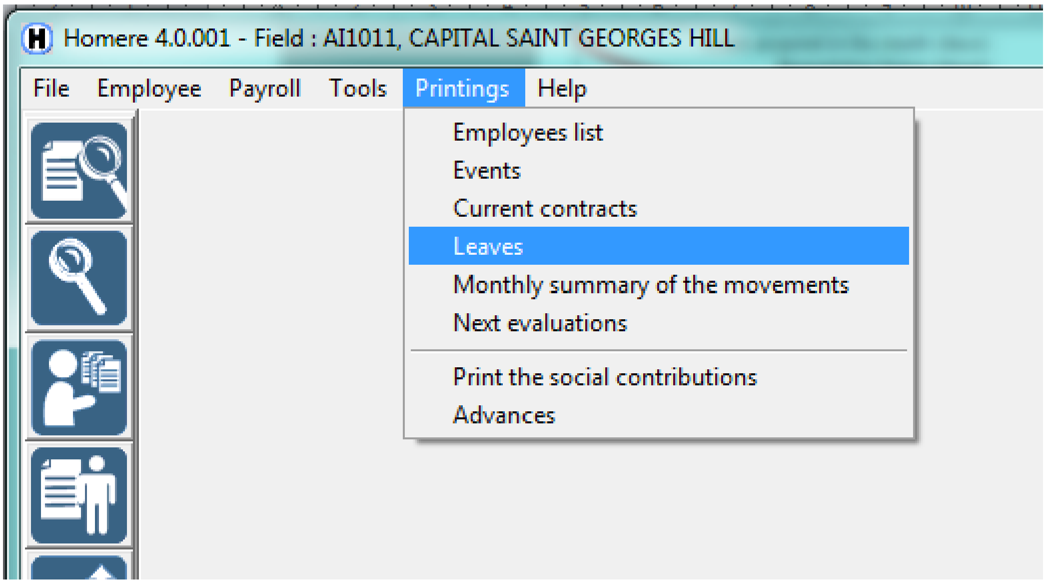


The entry must be done **within the same month**. If someone takes leaves between two months, you will have to do **2 entries**, one for each month.

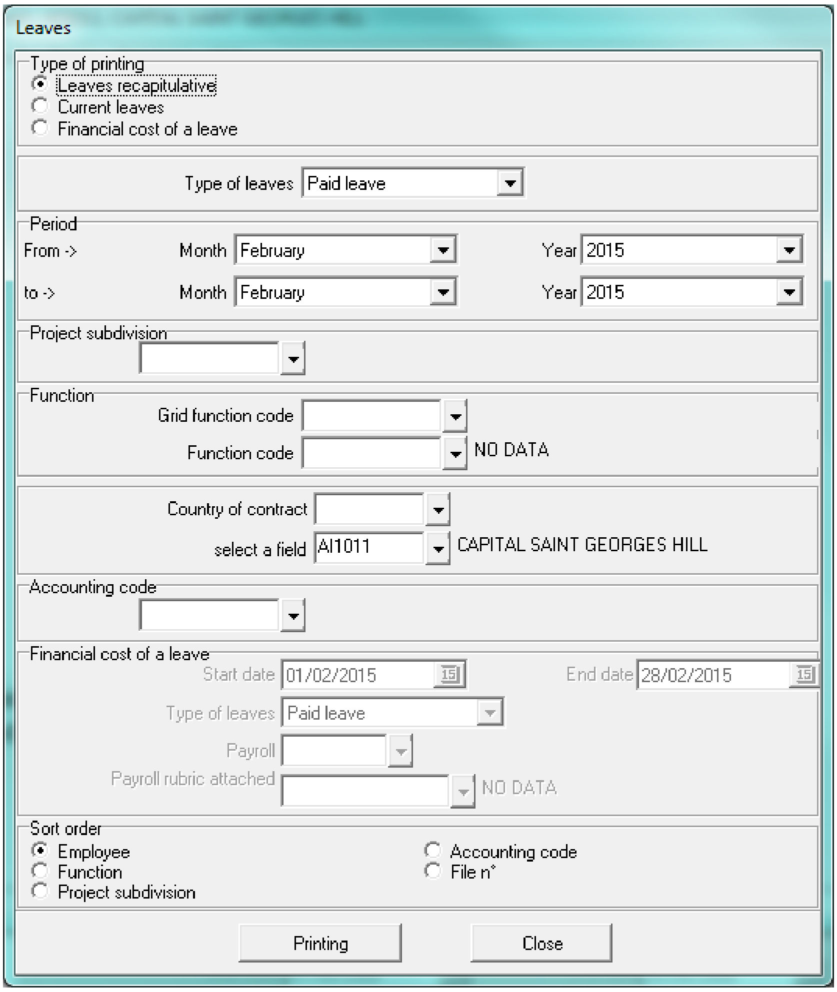
The **paid leave balance is automatically updated** in the payslip.



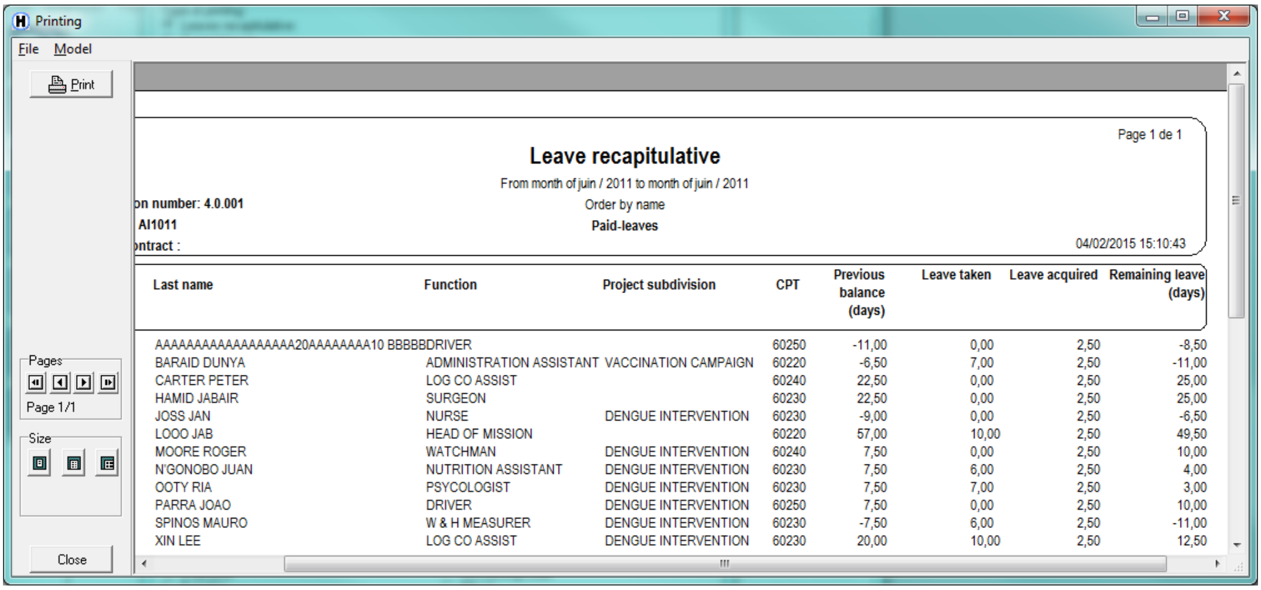
It is possible to follow the leaves with special printings:



Leaves recapitulative: Select “**leaves recapitulative**” and choose the “**type of leaves**” and the period.



You have the recapitulative list of leaves:



Page 1 de 1

Leave recapitulative

From month of juin / 2011 to month of juin / 2011

Order by name

Paid-leaves

on number: 4.0.001

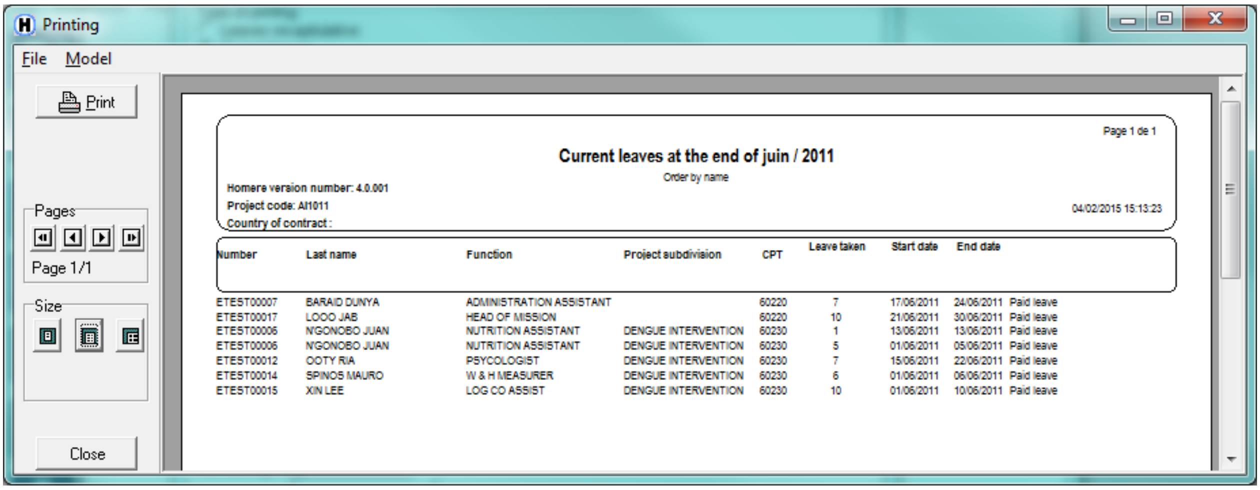
AI1011

ontract :

04/02/2015 15:10:43

Last name	Function	Project subdivision	CPT	Previous balance (days)	Leave taken	Leave acquired	Remaining leave (days)
AAAAAAAAAAAAAAAAA20AAAAAAAA10 BBBBB	DRIVER		60250	-11,00	0,00	2,50	-8,50
BARAID DUNYA	ADMINISTRATION ASSISTANT	VACCINATION CAMPAIGN	60220	-6,50	7,00	2,50	-11,00
CARTER PETER	LOG CO ASSIST		60240	22,50	0,00	2,50	25,00
HAMID JABAIR	SURGEON		60230	22,50	0,00	2,50	25,00
JOSS JAN	NURSE	DENGUE INTERVENTION	60230	-9,00	0,00	2,50	-6,50
LOOO JAB	HEAD OF MISSION		60220	57,00	10,00	2,50	49,50
MOORE ROGER	WATCHMAN	DENGUE INTERVENTION	60240	7,50	0,00	2,50	10,00
N'GONOBO JUAN	NUTRITION ASSISTANT	DENGUE INTERVENTION	60230	7,50	6,00	2,50	4,00
OOTY RIA	PSYCOLOGIST	DENGUE INTERVENTION	60230	7,50	7,00	2,50	3,00
PARRA JOAO	DRIVER	DENGUE INTERVENTION	60250	7,50	0,00	2,50	10,00
SPINOS MAURO	W & H MEASURER	DENGUE INTERVENTION	60230	-7,50	6,00	2,50	-11,00
XIN LEE	LOG CO ASSIST	DENGUE INTERVENTION	60230	20,00	10,00	2,50	12,50

The printing of “current leaves” allows you to display the list of leaves available in the database.

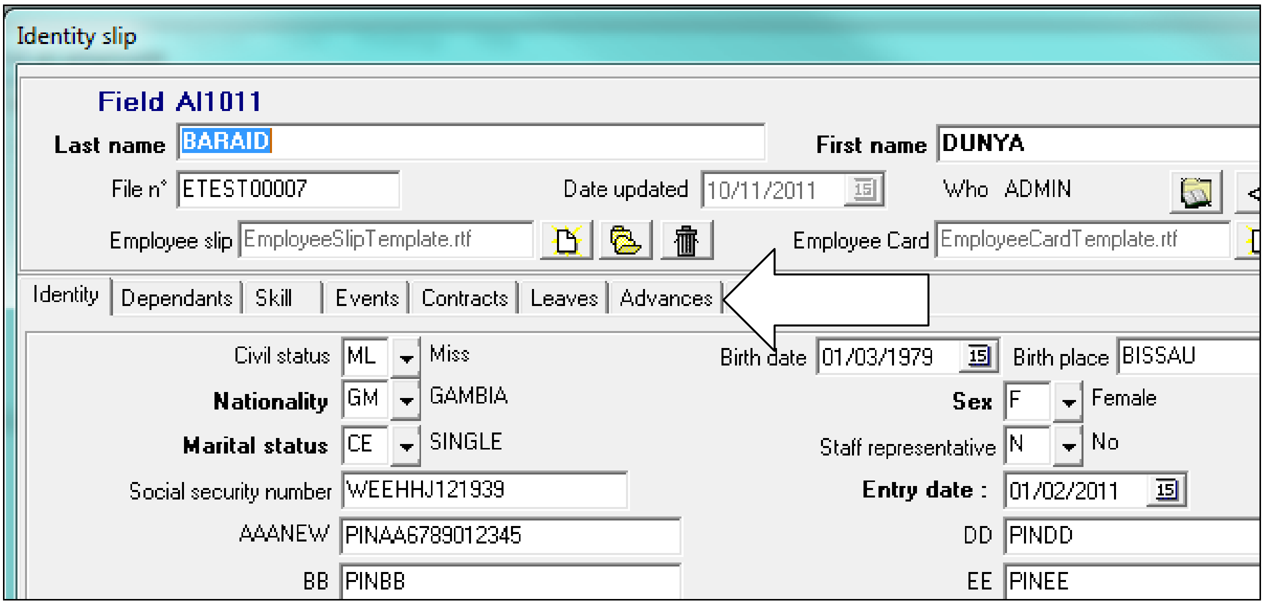


5.2. FOLLOWING OF ADVANCES

This is about the advances on salaries.

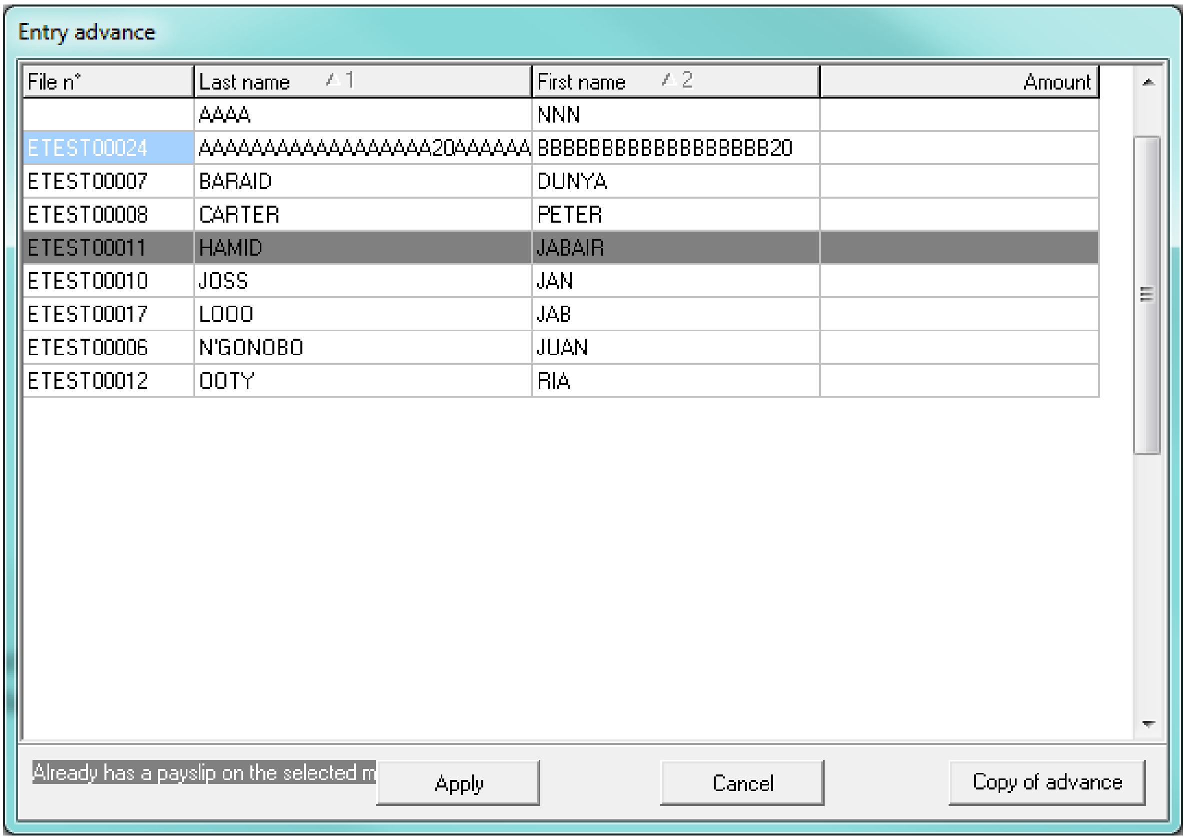
There are two to process to enter the advances of salaries:

- <u>**Entering the amount for each staff, in the identity slip, advances tab.**</u>



You can enter the advances for one person and the advance will be deducted from the net to pay in the calculation of the payslip. This function is to book all the advances for one employee. It is totalising all the advances given to one employee for one month and then allow to deduct the total from the Net to Pay with the Advance rubric in the payroll calculation.

- For all the employees or by group of employees : → " payroll", "advance capture". By this way you do no have to make this entry in each employee file. If the selected month is closed, only consultation is possible.



Whatever the entry process, the advance amount can be use in the payroll calculation (this is not automatic, the payroll calculation has to be setup for that). The "AMOUNT ADVANCE" formula in the payroll calculation will return the total amount of advance.

The **"copy of advance"** button allows to copy the total amount of salary advance that have been entered the previous month, it is done for the whole list of staffs.

Warning: if a payslip already exist for the selected month (ie Hamid Jabair in the screen copy above), the line is highlight in grey and the salary advance is not allowed.

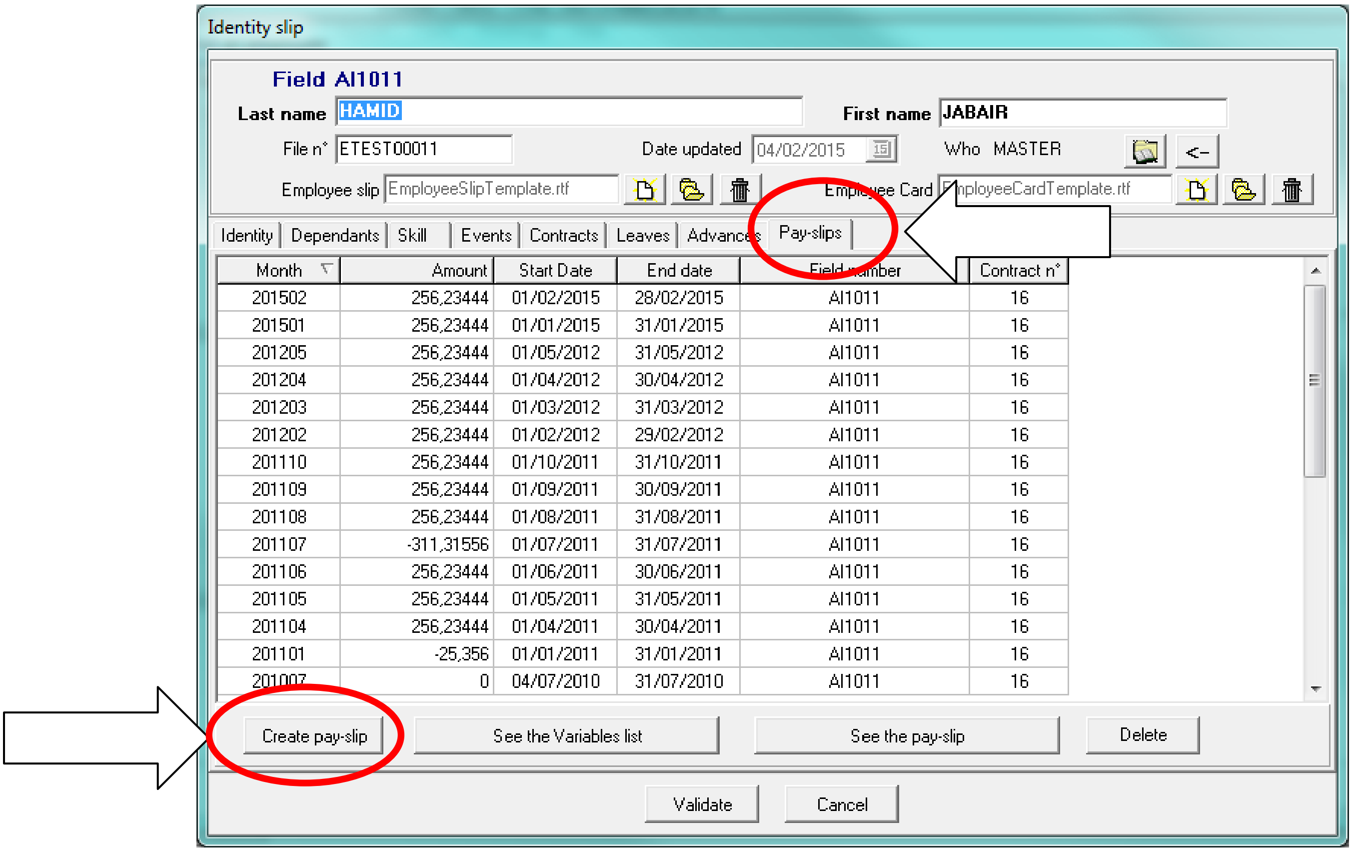
PRINTING THE ADVANCES:

A printing is available in « **Printings** » → « **Advances** » which sum up all the advances given to the employees for one month. This list can be used as a voucher for the employee to sign then receiving their advances. This list can be sort by surname, project subdivision or accounting code.

5.3. GENERATING THE MONTH'S SLIPS

There are two ways to generate (create) the month's pay-slips:

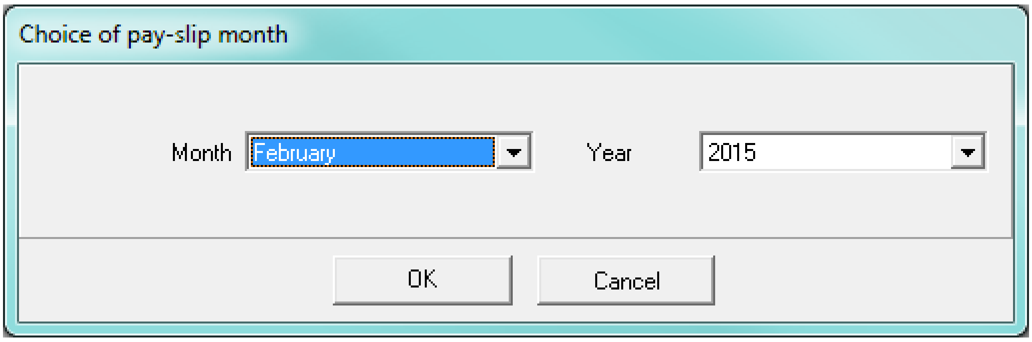
- **The one by one way,** based on the **employee slip**, by selecting the **"Pay-slips" tab**



This feature is currently use to do a correction in one payslip when all the pay-slips have already been generated the bulk way (in order to avoid to generate again for everybody).

- **The bulk way** :

Menu → “Payroll” → “Generate Pay-slips”



Select the month and click the “OK” button
When the message “**the slips have been generated**” is displayed, the payslips are generated.

5.4. ENTRY OF PAYMENT INFORMATION

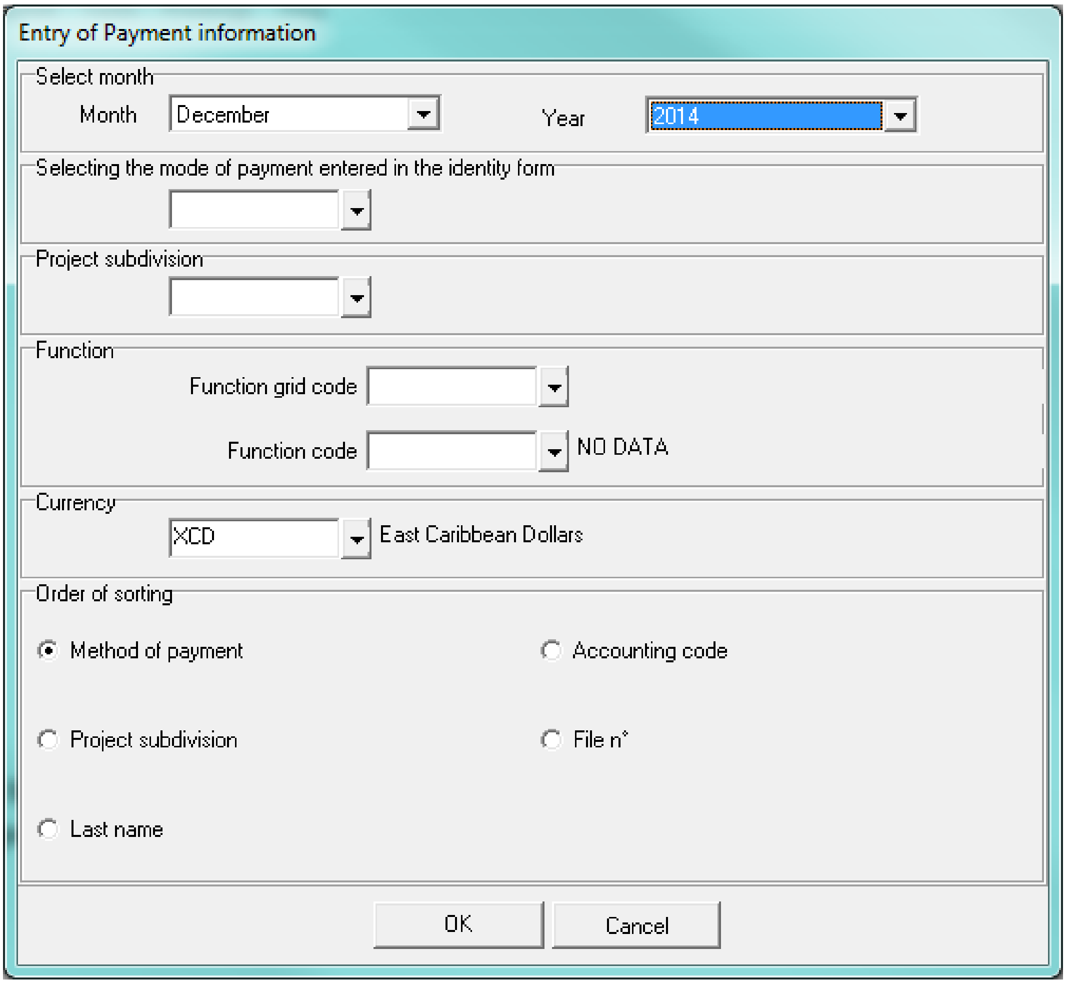
The pay-slips are updated through the month’s variables (number of overtime hours, number of hours worked, number of unexcused absences, etc.). This is done after the payslip creation process

You can enter these data the one by one way or the bulk way.

After the monthly closing, the variable list can be displayed but it cannot be updated.

❑ The bulk way

Menu → “Payroll” → “Entry of Payment information”
→ Select the month

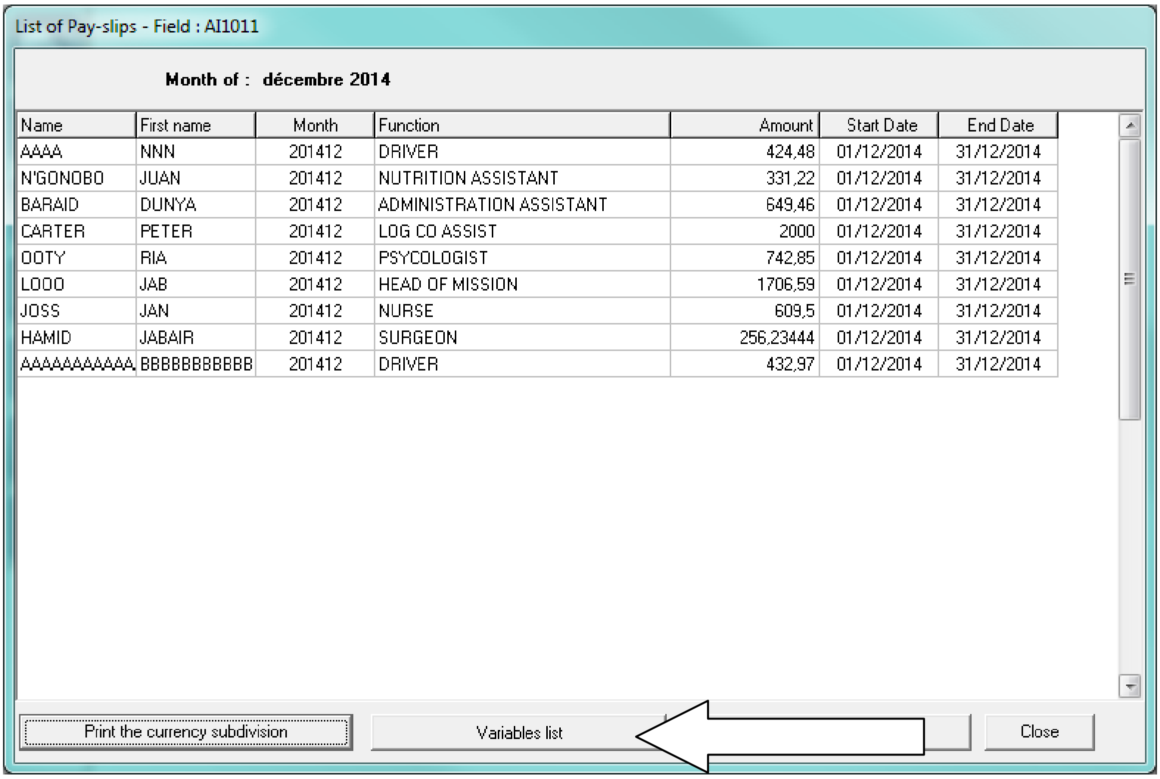


The process can be done using categories like « **Method of payment** », or « **Project subdivision**», or « **Function** » or currency, to create some groups to be entered. This is relevant when the number of employees is too big to be treated in one time.

There is also a sorting order by « **Method of payment** », « **Project subdivision**», "**Last name**" or by "**Accounting code**".

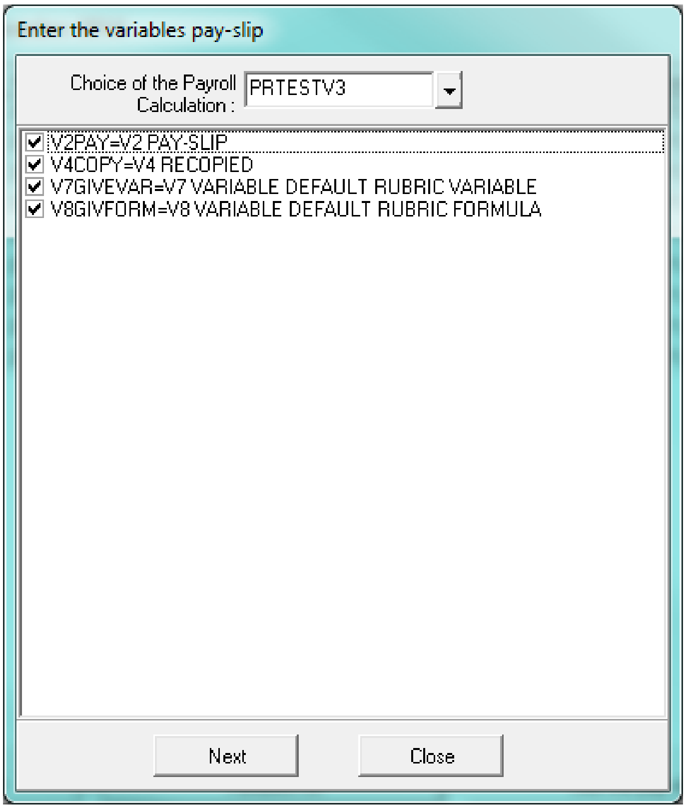
Then you have to enter the variable list.

To do that you have to use the "Variables list" button in order to access the list of all the variables:



Name	First name	Month	Function	Amount	Start Date	End Date
AAAA	NNN	201412	DRIVER	424,48	01/12/2014	31/12/2014
N'GONOBO	JUAN	201412	NUTRITION ASSISTANT	331,22	01/12/2014	31/12/2014
BARAID	DUNYA	201412	ADMINISTRATION ASSISTANT	649,46	01/12/2014	31/12/2014
CARTER	PETER	201412	LOG CO ASSIST	2000	01/12/2014	31/12/2014
OOTY	RIA	201412	PSYCOLOGIST	742,85	01/12/2014	31/12/2014
LOOO	JAB	201412	HEAD OF MISSION	1706,59	01/12/2014	31/12/2014
JOSS	JAN	201412	NURSE	609,5	01/12/2014	31/12/2014
HAMID	JABAIR	201412	SURGEON	256,23444	01/12/2014	31/12/2014
AAAAAAAAAAA	BBBBBBBBBBB	201412	DRIVER	432,97	01/12/2014	31/12/2014

Then, a screen will appear with all the « **modifiable variables** » :

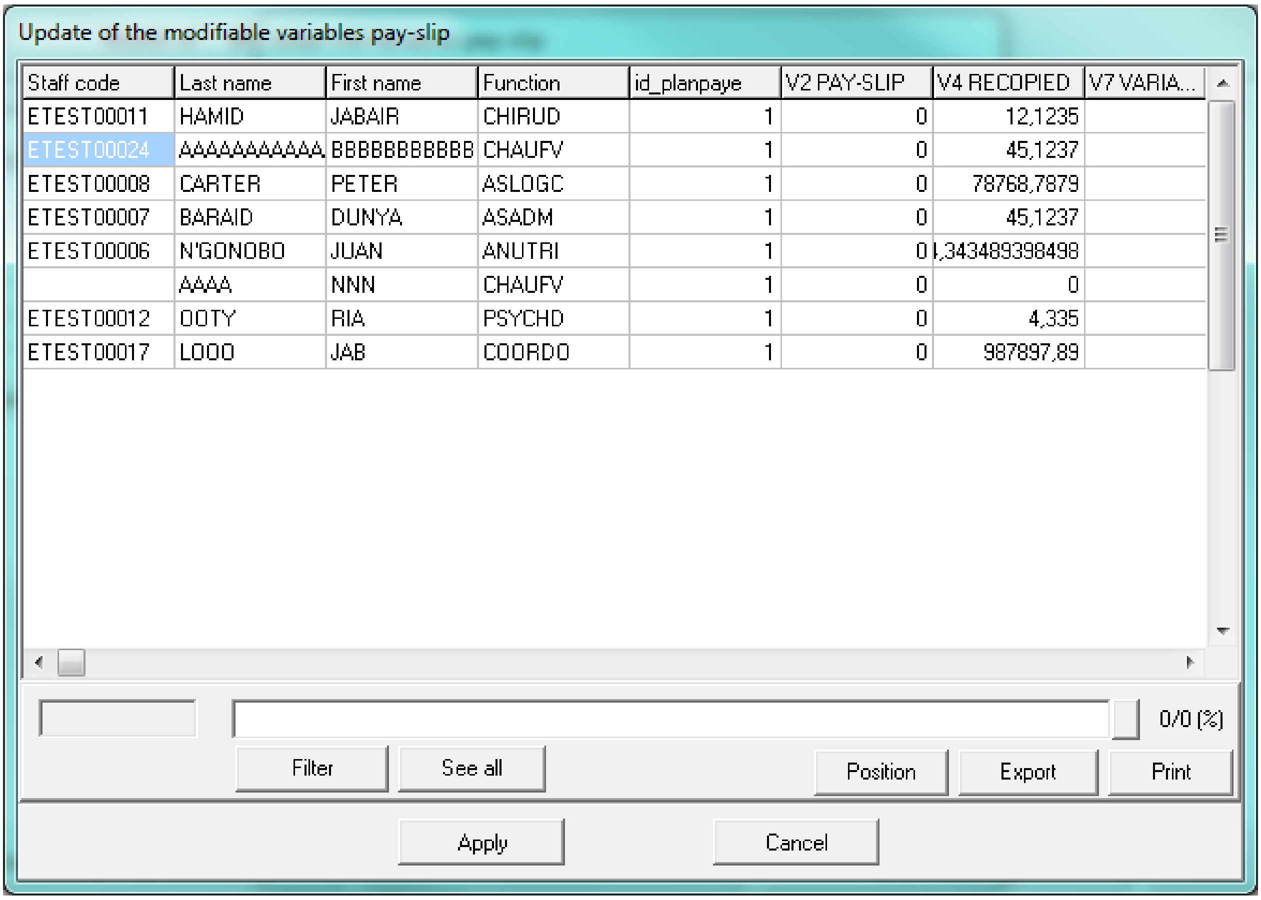


First, select the payroll on which you want to enter the values of the variables.

This list contains the **variables** (“**modifiable at the pay-slip level**”) setup in the **payroll calculation**. The information has to be entered for each employee because the values may be different from one employee to another (overtime hours…).

An array is displayed with all the « **modifiable variables** » to be entered for all the employees.

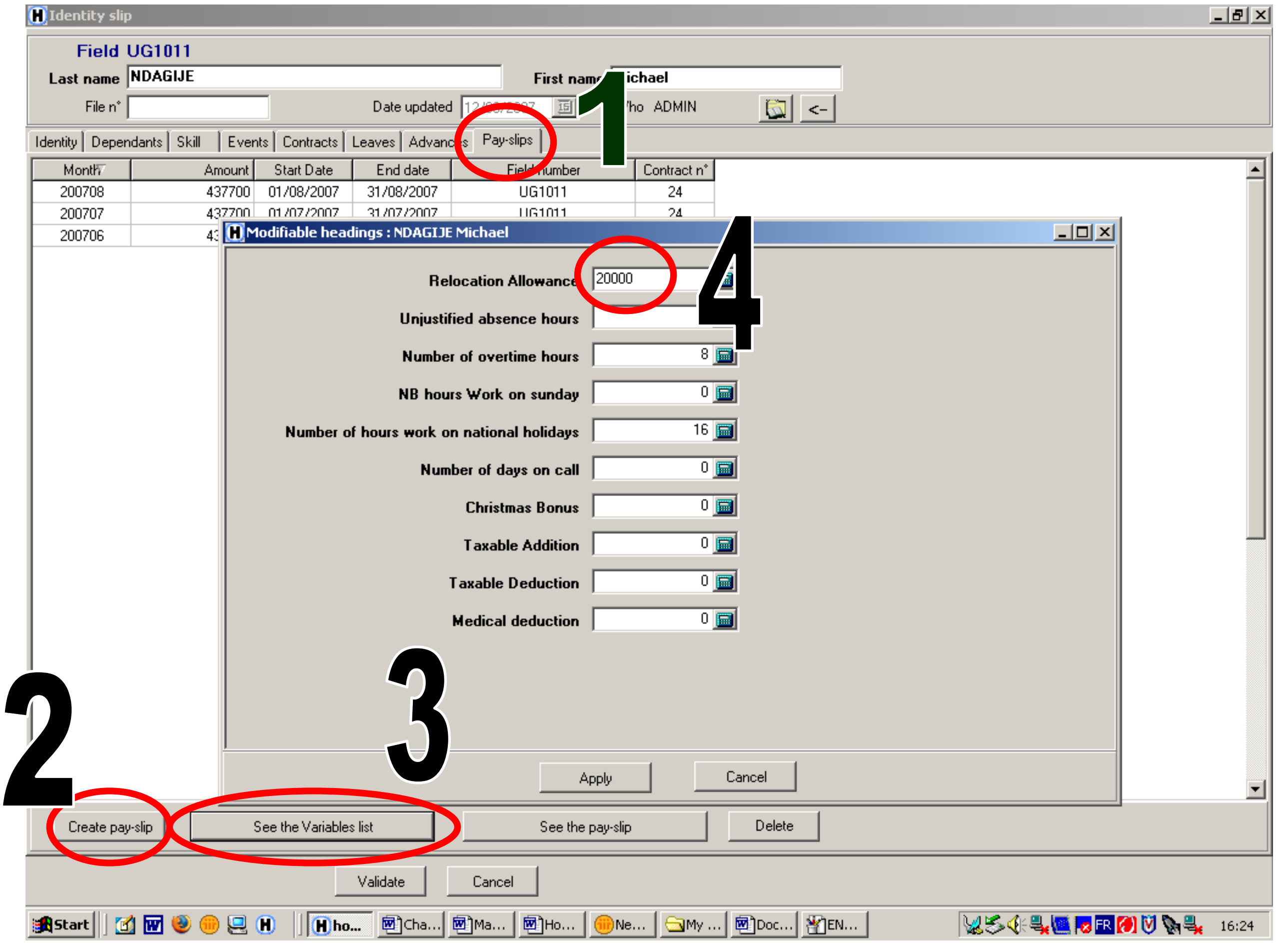
In this grid, it is possible to sort columns by clicking on the column title, or move this column, or modify their height.



Then “Apply” and when it is finished, use the “close” button. Homere will then save the values for each payslips and will calculate the salary payment according to these values.

❑ THE ONE BY ONE WAY

After **creating the payslip**, from the payslip tab, use the " **see the variable list**" button : you can enter the payslip variable for that employee.



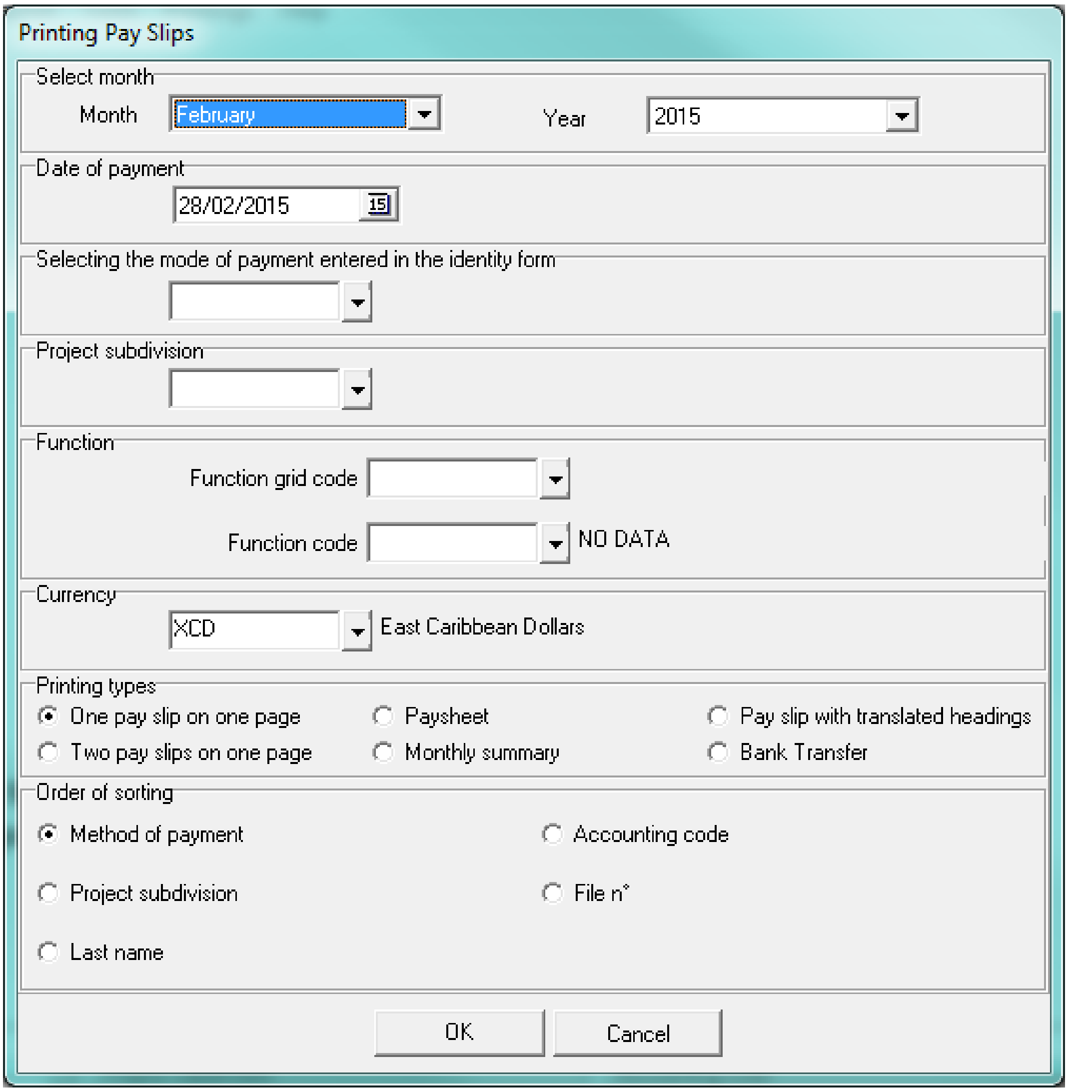
WARNING: You must not generate again the pay-slips after this step. Otherwise your modifications will be lost. If you generate the slips again by mistake, you will have to redo the modifications for all the employees.

5.5. PRINTING THE MONTH’S PAYSLIPS

Once the modifications have been made, the payslips for the current month can be printed. To print the pay-slips:

Menu → “Payroll” → “Print payslips”

→ select the month and select the different options if needed.



The Payslips printing can be done separately by « **Method of payment** », by « **Project subdivision**», by « **Function** » or by currency, when the number of employees is too important to be treated in one time.

The date of payment is printed at the bottom of the payslip but it is not a value saved in the database.

There is also a sorting order by « **Method of payment** », « **Project subdivision**», “**Last name**” or by “**Accounting code**”..

For each printing, a print preview will always appear first.

The printing of pay-slips can also be done **individually** in the “Pay-slip” tab of each employee.

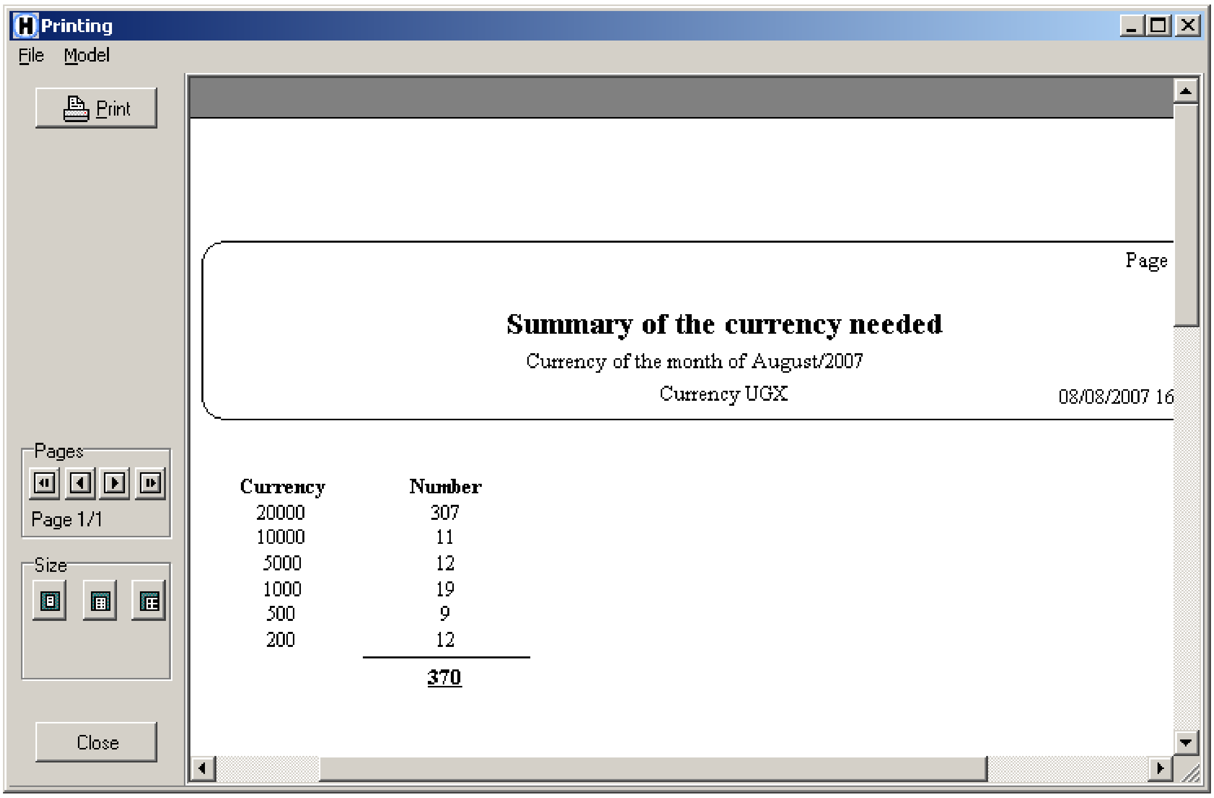
Bank information is displayed in the payslip heading if the field Method of payment in the Bank information tab of the identity slip is set to Transfer.

Some options are available in the “printing payslips” menu:

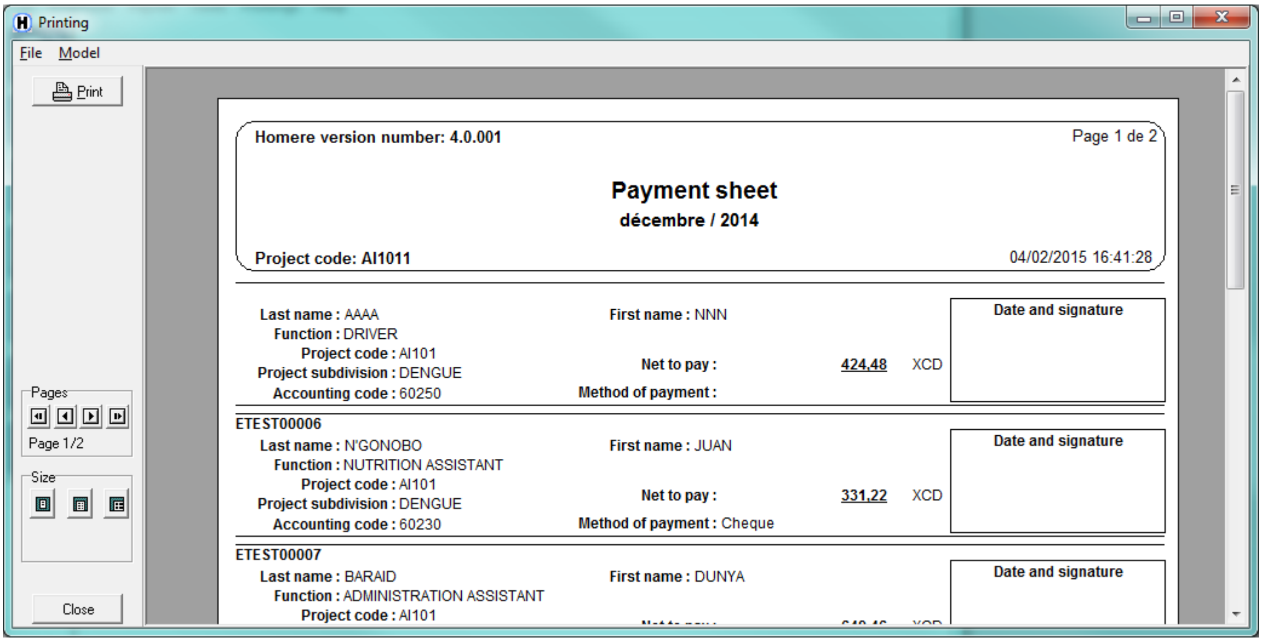
- Printing 2 pay-slips per page

Warning this printing is displaying 2 different employees on the same page.

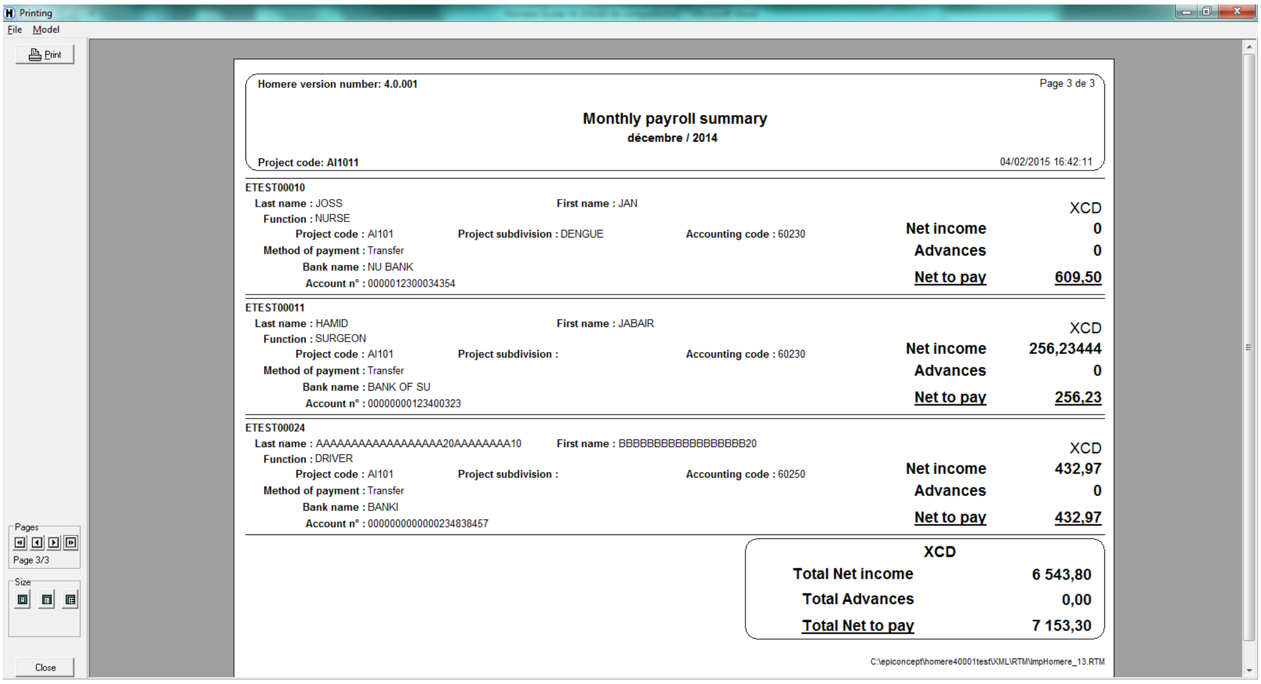
After the printing of the payslips, the details of the currency needed is printed



- Printing Paysheet

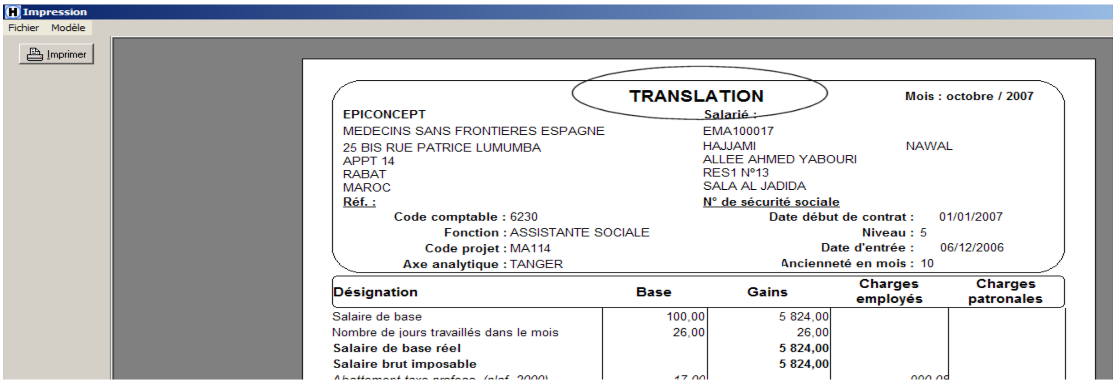


- Printing the Monthly summary



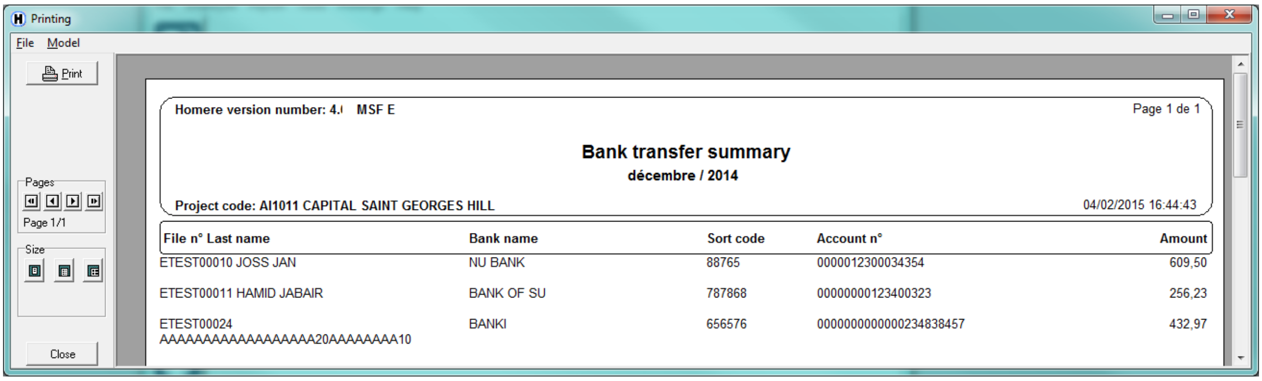
- Printing Payslips with translated headings

(Translated headings and rubrics are setup in the menu “Tools/Options”)



- Printing the Bank transfer list

This nominative list is a summary of the transfer payment to be done during the selected month.



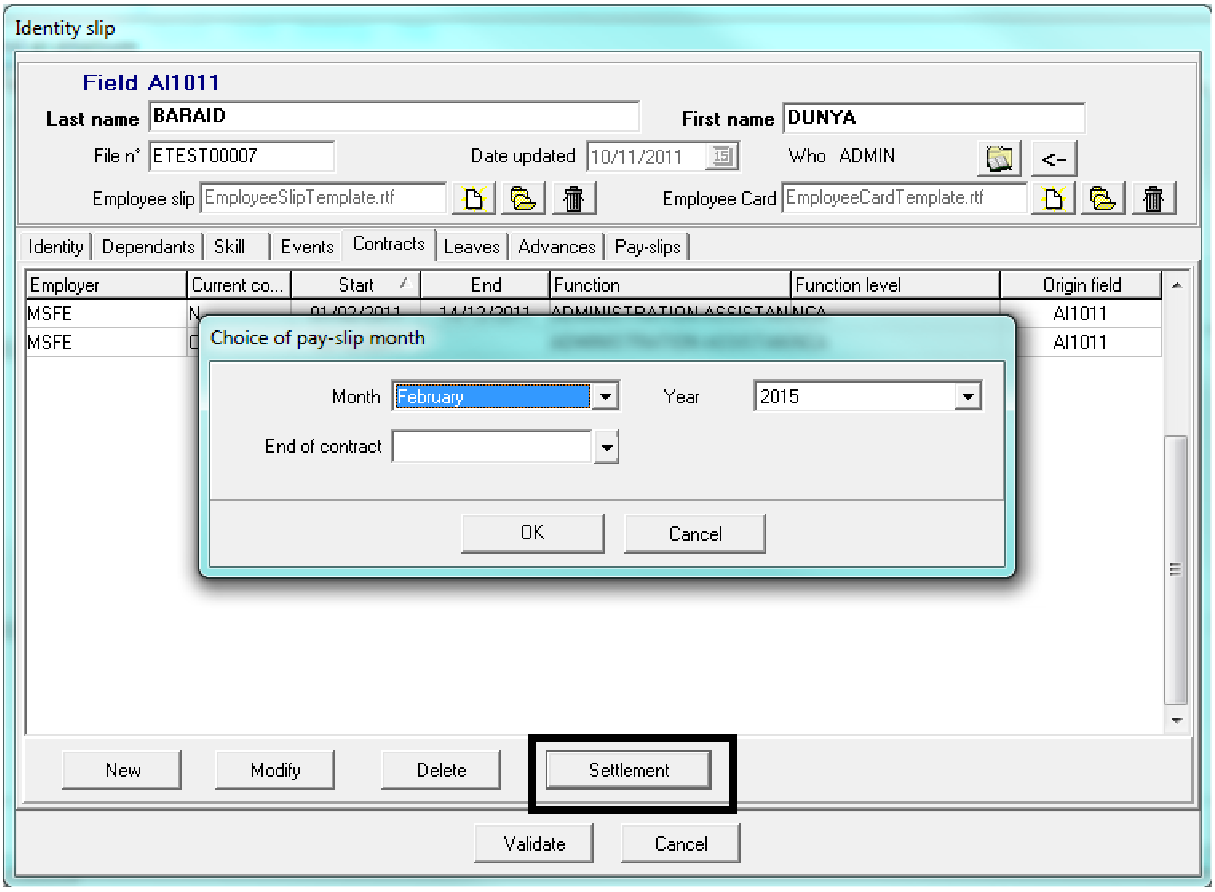
5.6. TO DO A SETTLEMENT

If one or more employees are dismissed or resign, this last payment can be set up before generating the payslips.

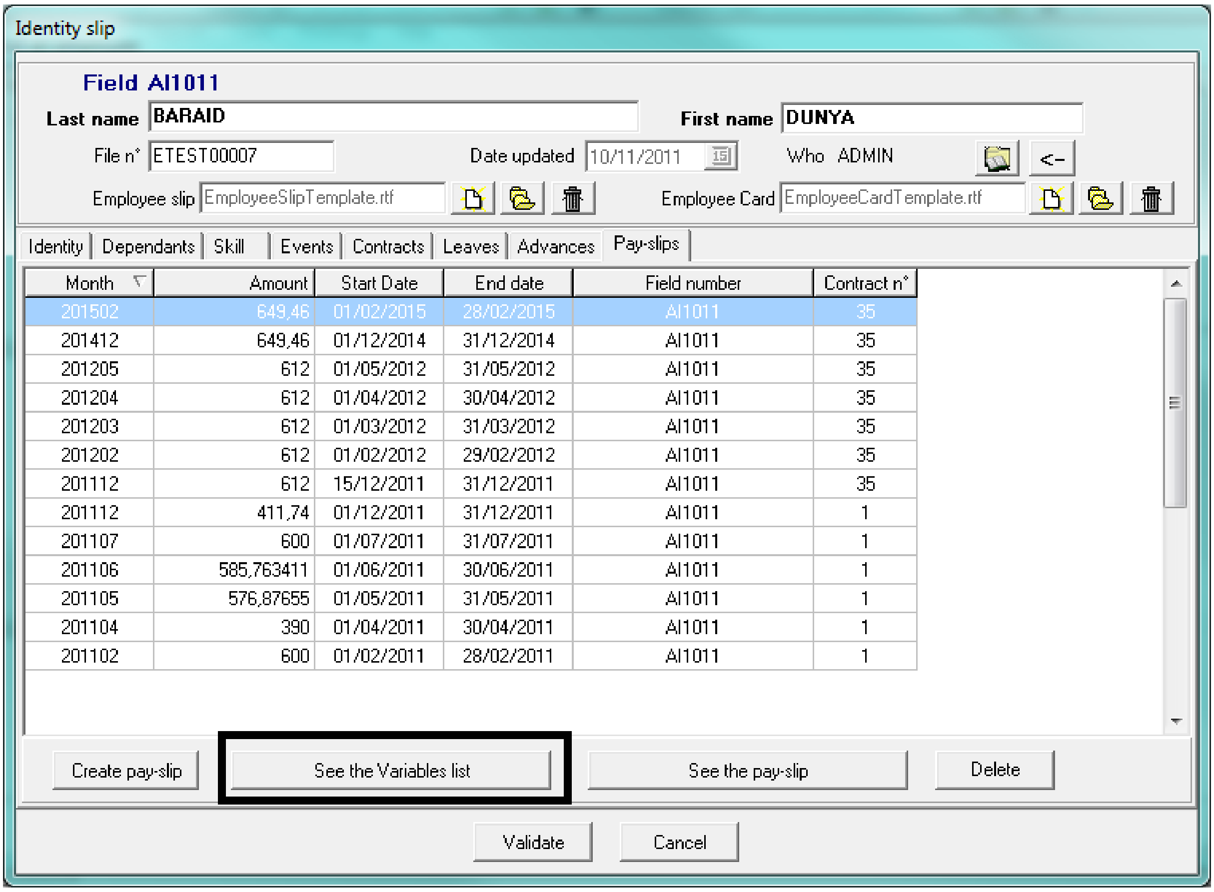
In order to issue a Settlement: go to the menu:

"**Employee** " → "**Find an Employee**" → choose the specific employee → go to the "**Contracts**" tab → click on "**Settlement**" → choose the appropriate month.

A message will ask you to update the end of contract date : indeed by clicking on the « Settlement » button, Homere ends automatically the contract to the last day of the month. You will then eventually have to correct this date and put the good one.



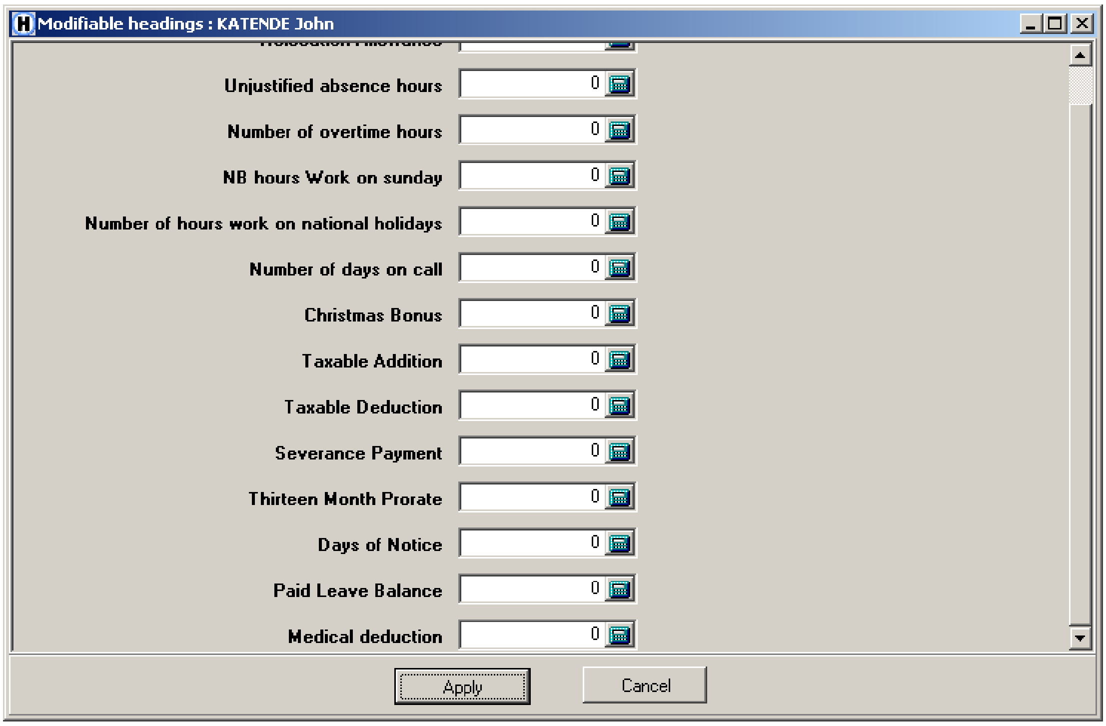
You must then go on "**pay-slip**" to access the settlement-slip and use the "**See the variables list**" button.



Fill in the variables and particularly those specific to a settlement that have be setup in the payroll calculation.

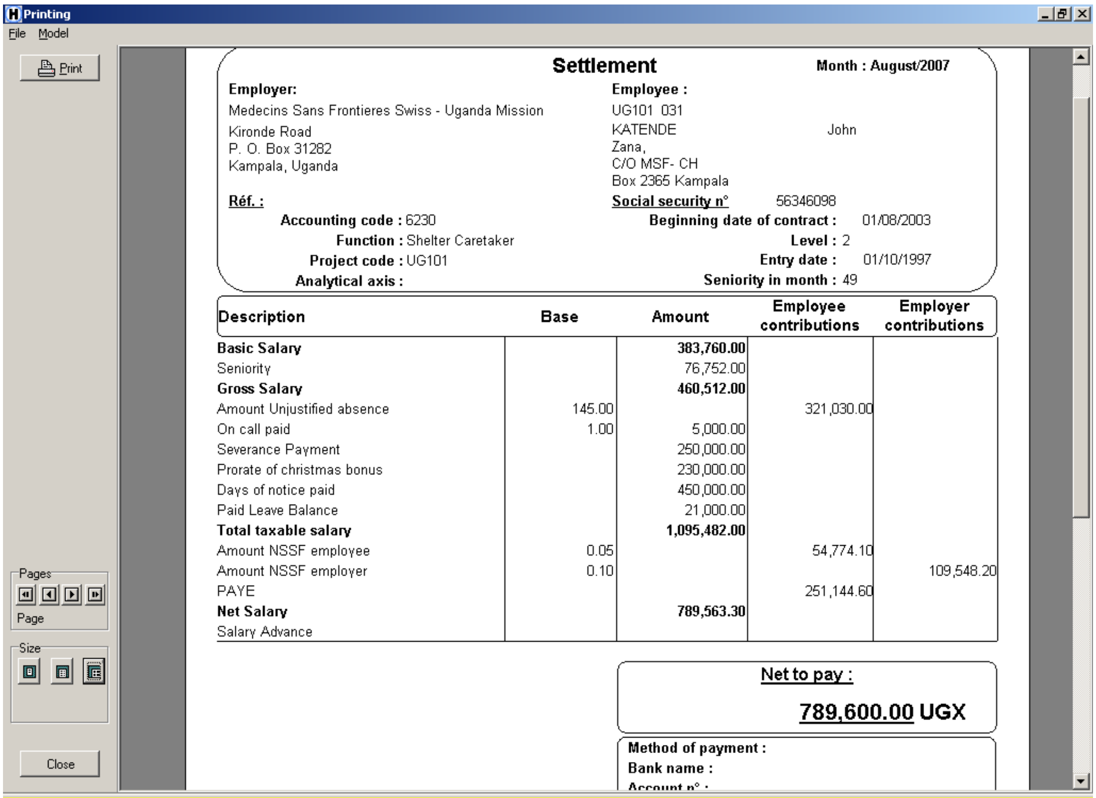
The settlement rubric will appear with the other rubric to update. According to the payroll calculation setup, sometimes the settlement rubrics will be automated (setup) sometimes you may have some manual calculation to do before entering the values. It may be for example:

- The severance payment
- Thirteen month prorate
- The days of Notice
- The paid leave balance amount



Employees for whom a final payment has been made are not taken into account in the future monthly pay-slips generation.

The settlement slip looks like this:



Settlement Month : August/2007

Employer:
Medecins Sans Frontieres Swiss - Uganda Mission
Kironde Road
P. O. Box 31282
Kampala, Uganda

Employee :
UG101 031
KATENDE John
Zana,
C/O MSF- CH
Box 2365 Kampala

Réf. :
Accounting code : 6230
Function : Shelter Caretaker
Project code : UG101
Analytical axis :

Social security n° 56346098
Beginning date of contract : 01/08/2003
Level : 2
Entry date : 01/10/1997
Seniority in month : 49

Description	Base	Amount	Employee contributions	Employer contributions
Basic Salary		**383,760.00**		
Seniority		76,752.00		
Gross Salary		**460,512.00**		
Amount Unjustified absence	145.00		321,030.00	
On call paid	1.00	5,000.00		
Severance Payment		250,000.00		
Prorate of christmas bonus		230,000.00		
Days of notice paid		450,000.00		
Paid Leave Balance		21,000.00		
Total taxable salary		**1,095,482.00**		
Amount NSSF employee	0.05		54,774.10	
Amount NSSF employer	0.10			109,548.20
PAYE			251,144.60	
Net Salary		**789,563.30**		
Salary Advance				

Net to pay :
789,600.00 UGX

Method of payment :
Bank name :
Account n° :

Note: After having generated a final payment:
-the field “current contract” defaults automatically to “NO”
-the field “End of contract” defaults automatically to “YES.” You can then fill in the comment field by clicking on the “comment” button
-the field “Settlement” defaults automatically to “YES”
-The End of contract date is set to the last day of the month of settlement. Modify it if necessary.

5.7 SETTING UP THE PAY IN TWO DIFFERENT CURRENCIES

It can happen (although it is fairly rare) that some staff are paid in one currency and others in another. In this case, the exchange rate in the salary schedule needs to be configured as a rubric that is modifiable at the payslip level, and you need to ensure that the SALARY_CURRENCY formula equates to (SALBASE)*(EXCHANGE_RATE). You can then enter the exchange rate on each payslip to reflect the relevant currency.
If you prefer, you can also create two separate salary schedules, and in this case the exchange rate can be kept as a general modifiable variable.

5.8 CLOSING OFF THE PAY

This feature enables the monthly pay to be closed off. Once the month has been closed, the pay-slips cannot be changed neither the leave monitoring for this month. This feature is compulsory to print the social contributions and to use the Saga interface.

Menu→ "**Payroll"**→ "**Monthly Closing"**→ "**Start"**→ Choose the month and click on "**Start**" button

Warning: It is advised to do a BACKUP before using this feature

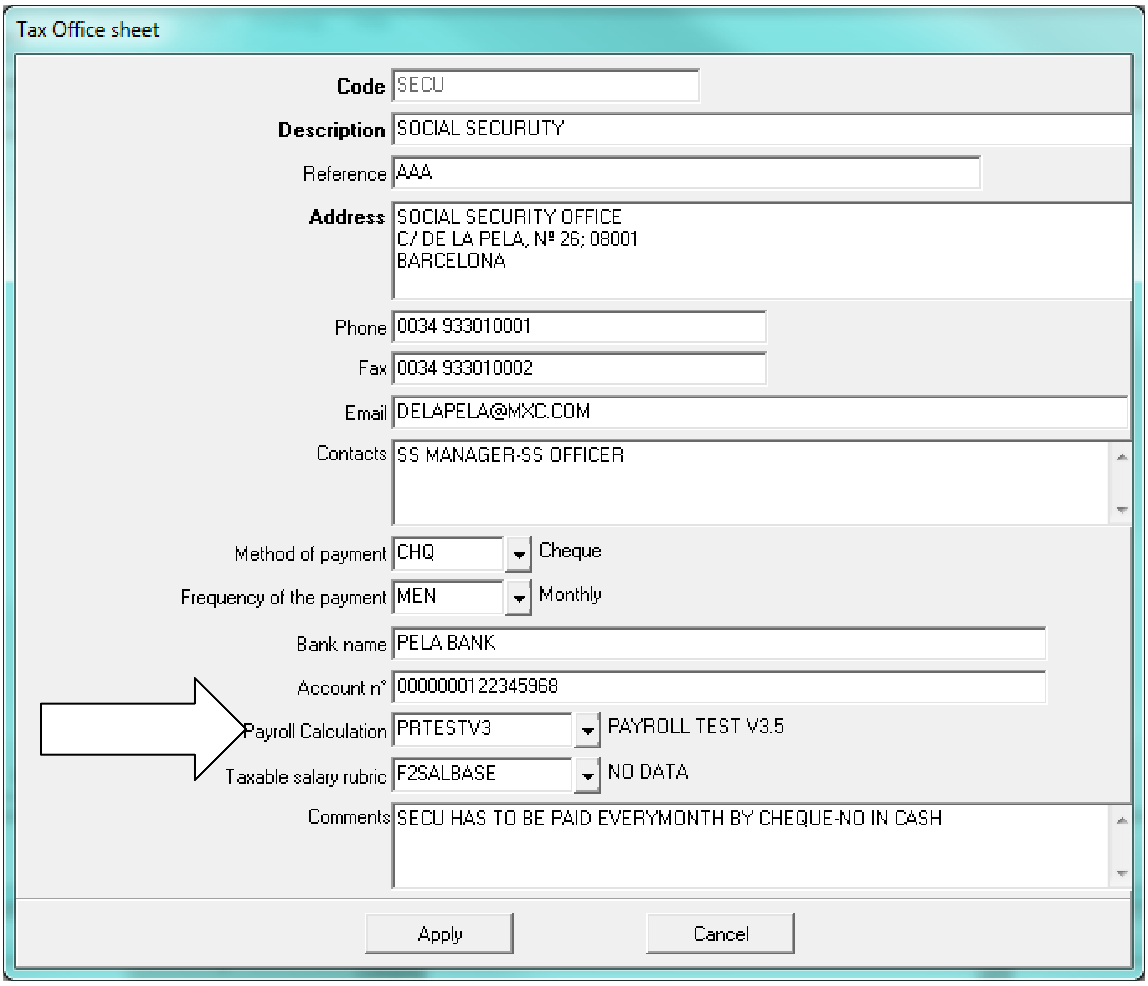
5.9 TO CALCULATE AND PRINT THE SOCIAL CONTRIBUTIONS

You can print with Homere the listing of the social contributions to give to the different tax offices.

Before using this feature, you have to complete some parameters:

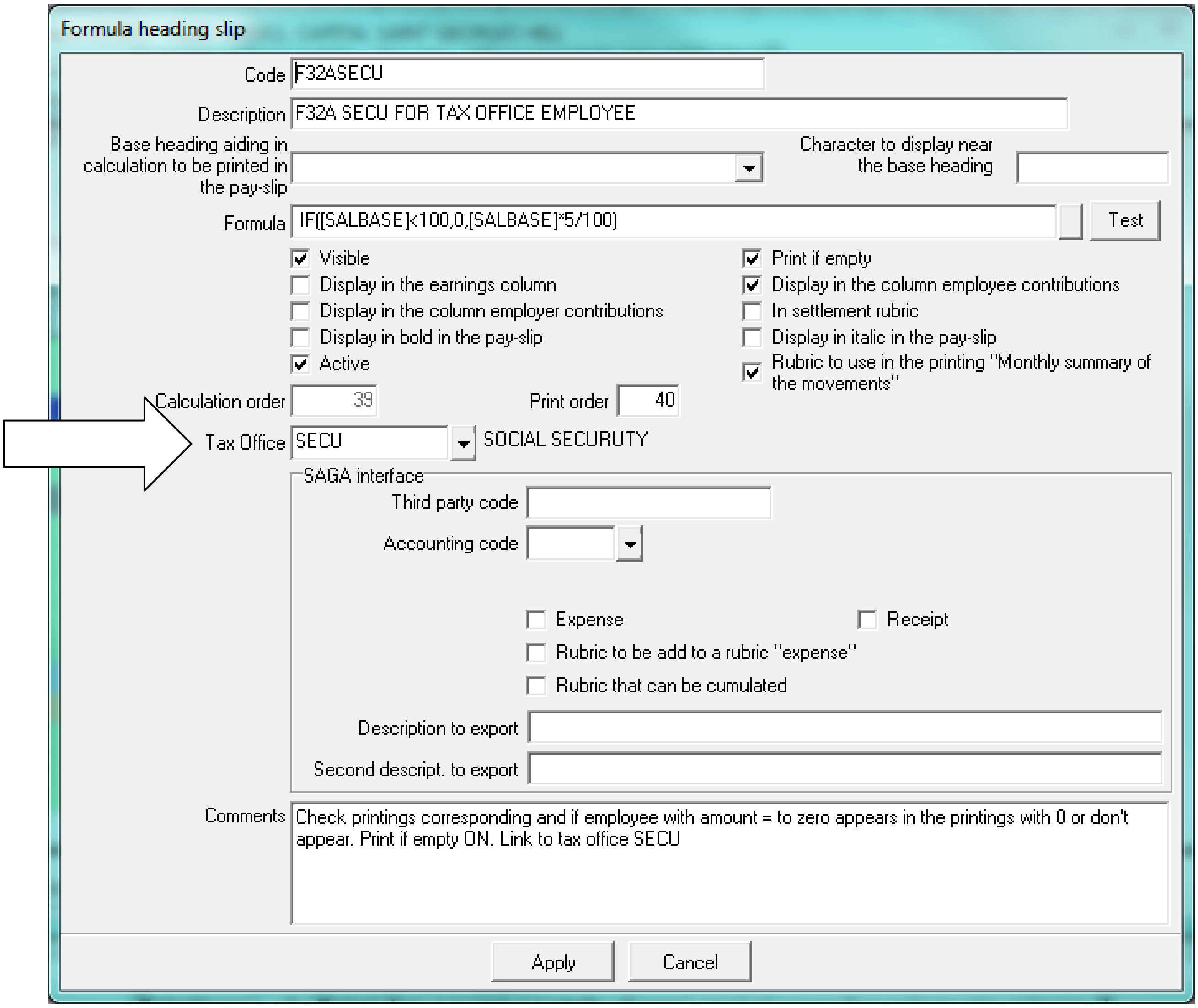
Menu→ Tools→ Parameters→ Tax Offices

First, in the parameter of the “tax office”, select the payroll and the rubric that serves of base to calculate the amount to give to the tax office.



After, you have to setup the tax office rubrics in the payroll calculation:

In a tax office rubric, the tax office have to be selected:



In order to print the listings, you **must close the month.**

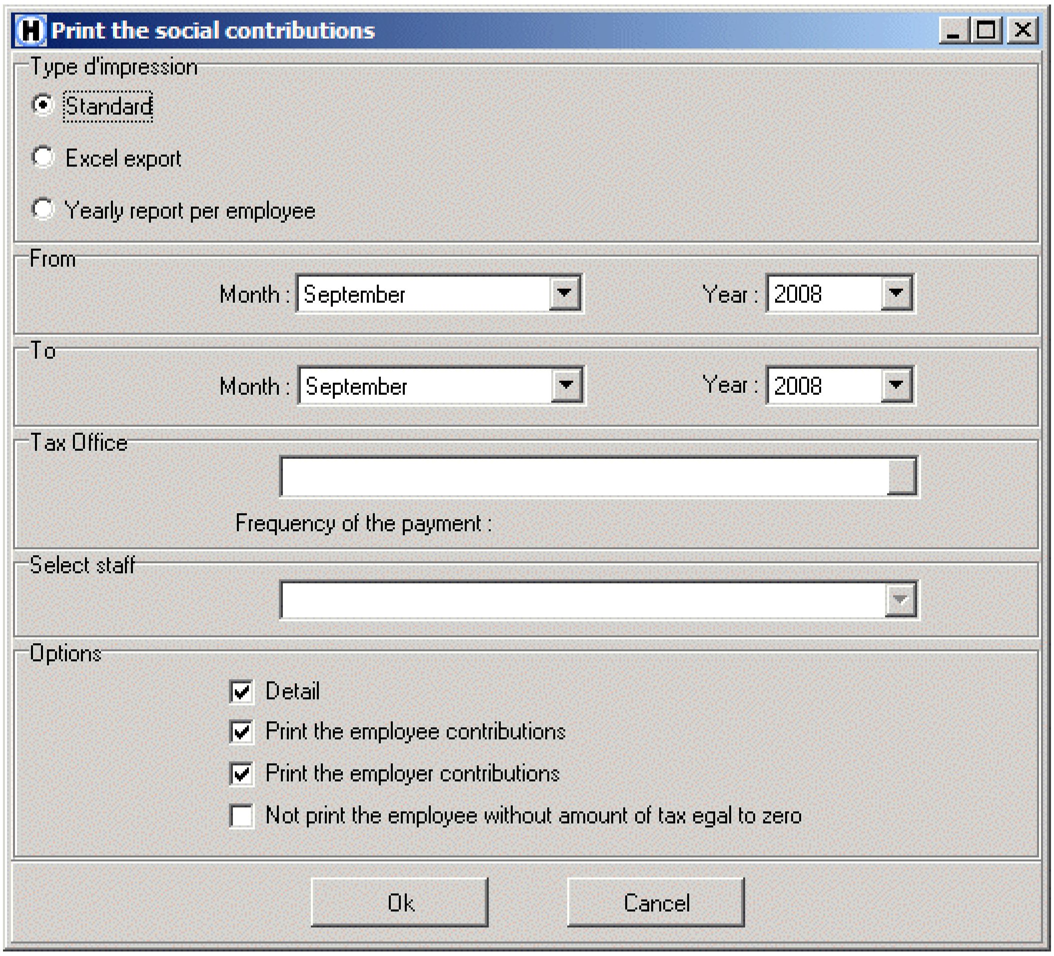
Then, select the menu

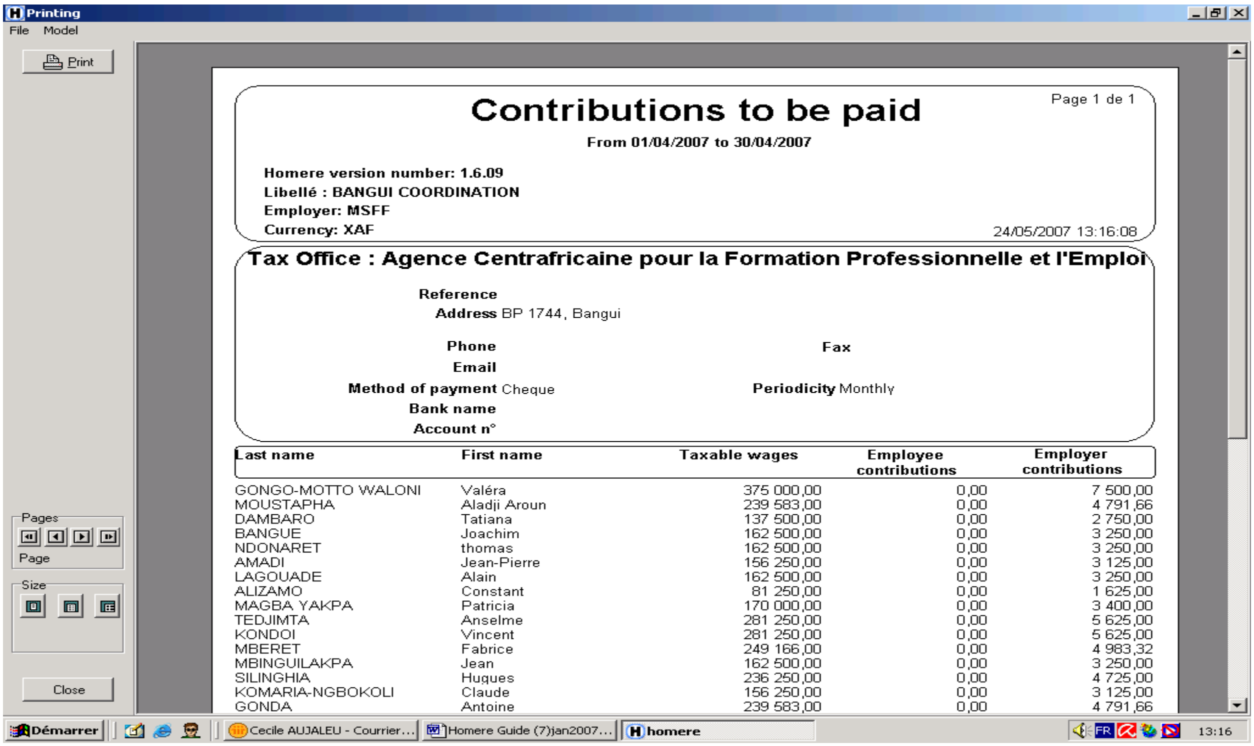
"**Printings**", → "**Print the social contributions**"

Three options are available for this printing:

Standard option:

You can choose to print details, employee contribution, employer contribution and not to print the employee which amount of tax is equal to zero.





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Contributions to be paid

From 01/04/2007 to 30/04/2007

Homere version number: 1.6.09
Libellé : BANGUI COORDINATION
Employer: MSFF
Currency: XAF

24/05/2007 13:16:08

Tax Office : Agence Centrafricaine pour la Formation Professionnelle et l'Emploi

Reference
Address BP 1744, Bangui

Phone **Fax**
Email
Method of payment Cheque **Periodicity** Monthly
Bank name
Account n°

Last name	First name	Taxable wages	Employee contributions	Employer contributions
GONGO-MOTTO WALONI	Valéra	375 000,00	0,00	7 500,00
MOUSTAPHA	Aladji Aroun	239 583,00	0,00	4 791,66
DAMBARO	Tatiana	137 500,00	0,00	2 750,00
BANGUE	Joachim	162 500,00	0,00	3 250,00
NDONARET	thomas	162 500,00	0,00	3 250,00
AMADI	Jean-Pierre	156 250,00	0,00	3 125,00
LAGOUADE	Alain	162 500,00	0,00	3 250,00
ALIZAMO	Constant	81 250,00	0,00	1 625,00
MAGBA YAKPA	Patricia	170 000,00	0,00	3 400,00
TEDJIMTA	Anselme	281 250,00	0,00	5 625,00
KONDOI	Vincent	281 250,00	0,00	5 625,00
MBERET	Fabrice	249 166,00	0,00	4 983,32
MBINGUILAKPA	Jean	162 500,00	0,00	3 250,00
SILINGHIA	Hugues	236 250,00	0,00	4 725,00
KOMARIA-NGBOKOLI	Claude	156 250,00	0,00	3 125,00
GONDA	Antoine	239 583,00	0,00	4 791,66

Excel export option:

This allows to export tax data in a CSV file which can be opened with excel. Then this option is selected, a “Setting” button” is displayed to access the export setup. The exported file contains 51 variable maximum. These variables are chosen by the user during the setting step. The export data could be group in 4 categories:

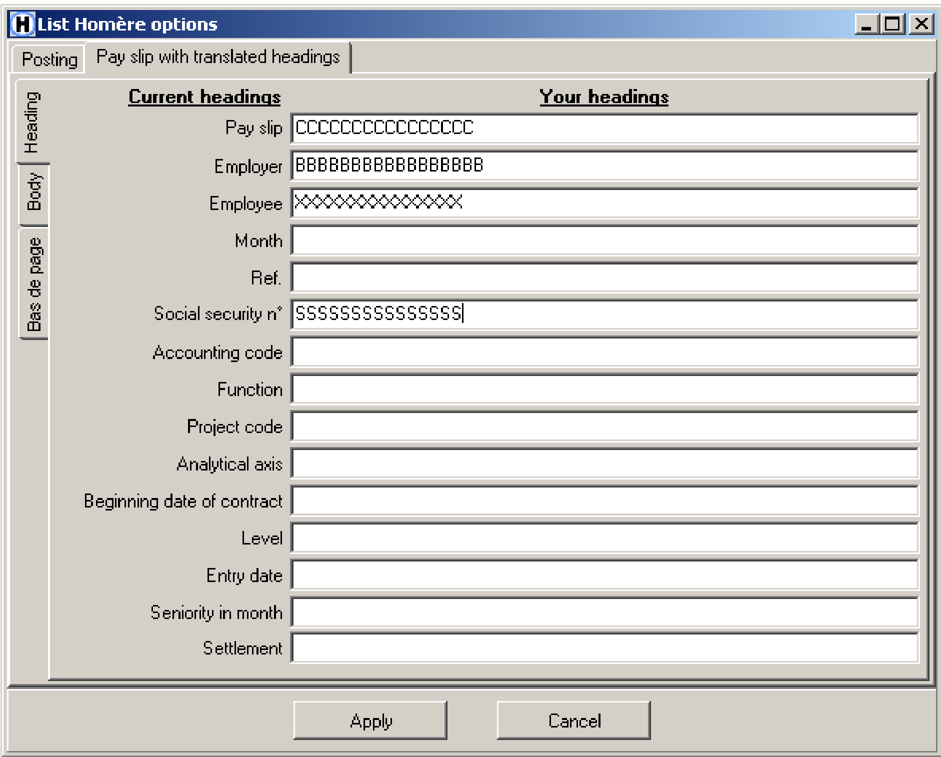
- The payroll rubrics (20 maximum)
- The staff data (15 variables max)
- The contract data (15 variables max)
- The dependant number

Yearly report per employee option:

Allow user to generate the Kenyan tax report for a selected staff.

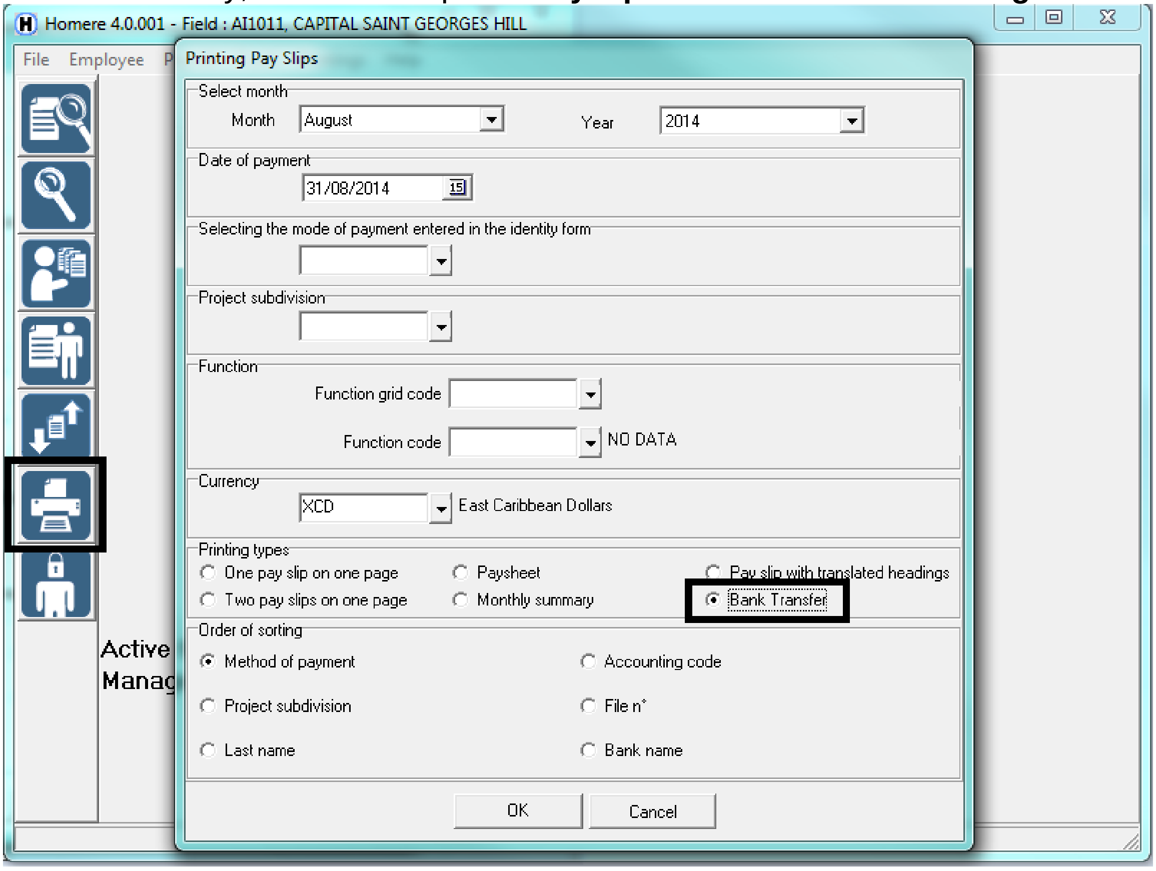
5.10 TO PRINT THE PAYSLIP WITH TRANSLATED HEADINGS

If you want to print with another translation than the one given by default, you must go to “**Tools”,→ “options” → Payslips with translated Headings**

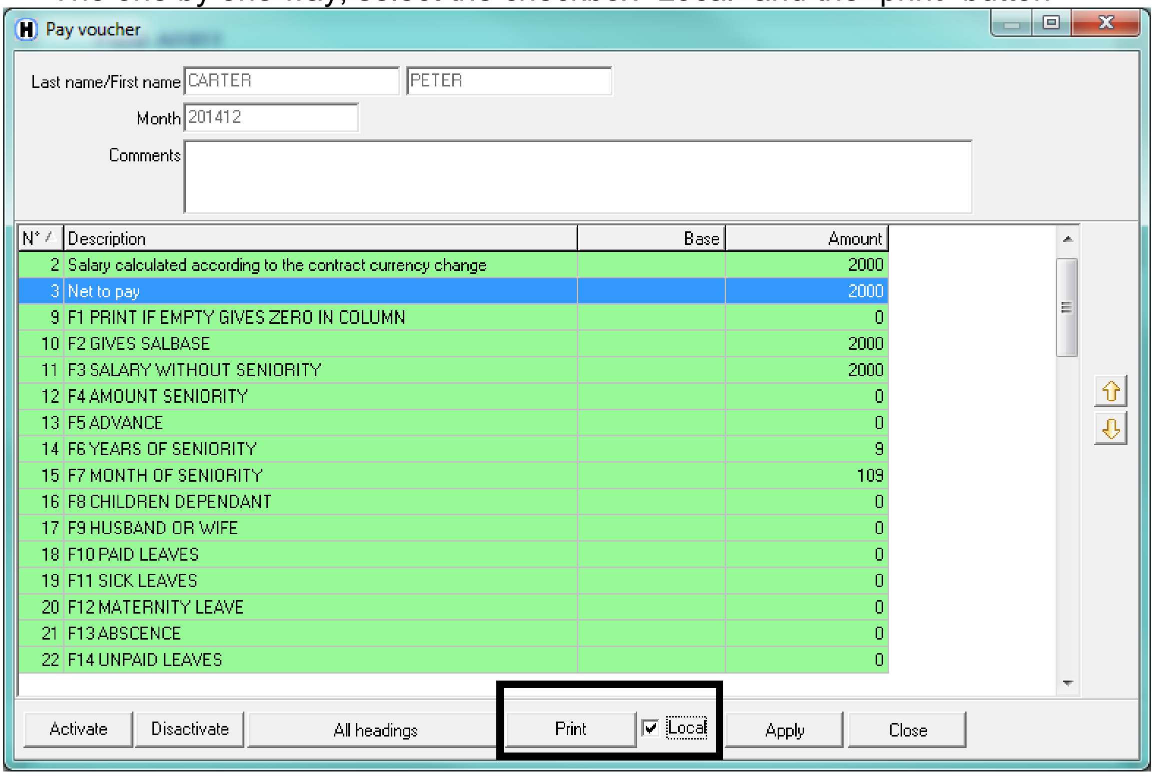


Then, when doing the payslips printing:

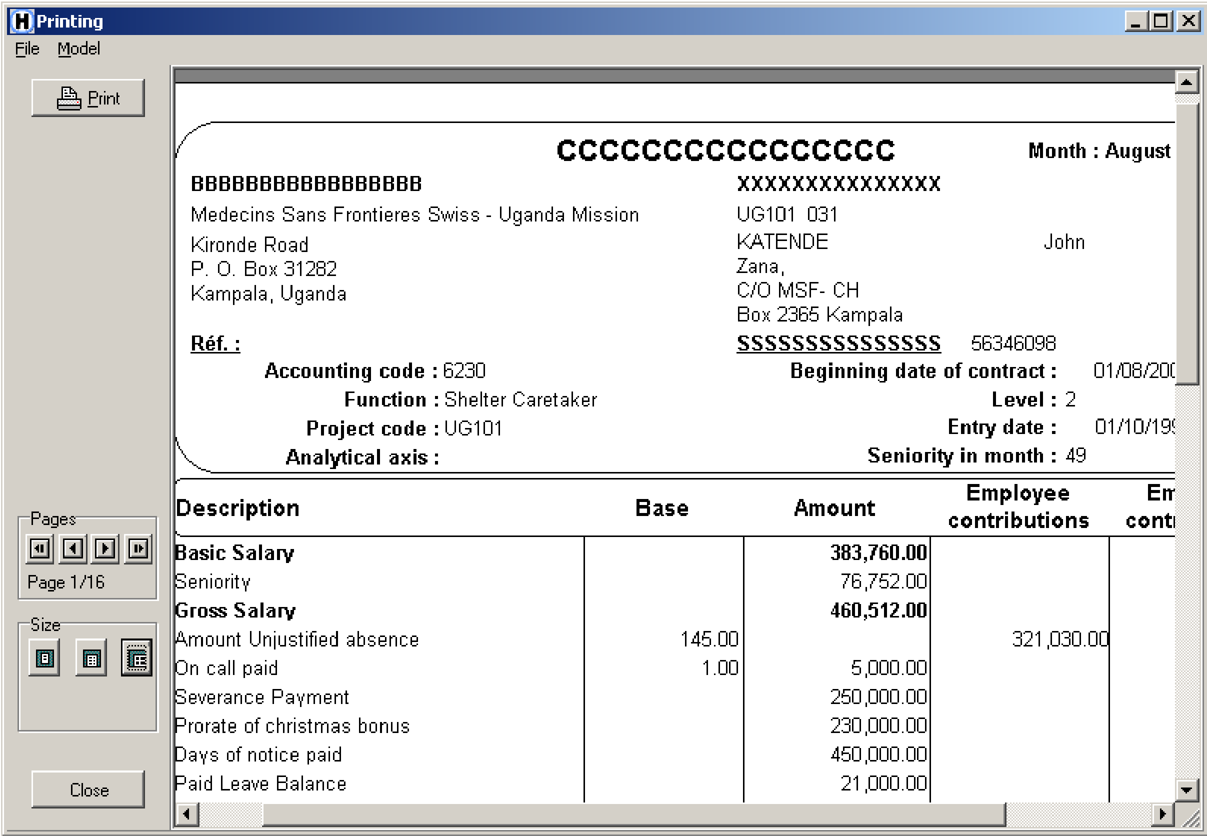
- The bulk way, choose the option “**Payslips with translated Headings**”



- The one by one way, select the checkbox “Local” and the “print” button



The payslip will appear with your translation:



FILE 6 : MANAGING THE FILES

6.1. BACKUP/RESTORE

To avoid loss of data, it is necessary, if not required, to **Backup** regularly, every day and even after each entry. To do that, go to:

Menu → "Files" → "Backup"

All the data and all the parameters are saved in a 7Z file in the directory you have chosen. **Don't save all the backup in the default folder.** It is advised to save the backups on an external hard drive disk (not on the computer on which Homere is setup), or on an USB key, or on a local server if your computer is linked to a local network.

You will also be proposed to do a back up any time you close Homere:

In case of problem, it is advised to send a Backup to the Headquarters

Should your data be lost or a backup transmitted, you may use the "**Restore"** function to restore the data. To do that, go to:

Menu → "Files" → "Restore"

BE CAREFULL!!

WARNING: The RESTORE process will delete ALL the old files.

- **If the Capital or Headquarters needs to modify parameters, it is STRONGLY advised to use the "Export" and "Import" functions that are available for all the parameters: Payroll Calculation, Salary Scale, Function Scale, and currency subdivision.**
- **Backup and Restore process is a concern for ALL FIELDS.**

It **is strongly advised** to do a backup in the following case:

- After large data entry
- Before each importing/exporting data
- After the advance and payslip variable entry
- Before generate the payslips
- Before the monthly closing
- Before a parameter modification (Payroll, Salary scale…)
- Before a field sending/receipt

There are 3 options in the backup menu:
-Database: all the data enter in Homere.
-Models: every document templates save in the folder MODELS
-Data file: all attached document linked to the employee slip like contract, evaluations, disciplinary measures, job descriptions.

6.2. SEND/RECEIVE

These features are available to send and receive data and parameters from one field or from all the fields for one month or for all the month

- From the Field to the Capital,
- From the Capital to the Headquarters.

HOW TO SEND:

Menu → "File" → "Sending"

Type of sending: 3 options are available

- Database: every entered or generated data (employee slip, contract, payslips..)
- Attached documents: every attached document linked to employee slip, contracts.
- General parameters: allow the headquarters to spread the options settings, the profiles settings, default login access, modifications done in the models, dictionaries, accounting codes and languages files.

Type of contents: 2 options available only for the type of sending 'database':

- -Monthly sending: select the month you want to save.
- -All: all month send

Options
Check this option if you want to send all fields (by default, only the active field is send).

→ Click **Start**
→ Select a directory or a media (for example USB key) to send the file,
→ Transfer the file to another medium and/or send it by email.
→ You can choose to send all the fields by ticking off "check the box if you want to send all the fields".

HOW TO RECEIVE:

Menu → "File" → "Receipt"
→ Select the file in the directory (after saving on another media or from an email).

WARNING !!

Use the Sending / Receiving from the Capital to the Fields in the following cases :

- **The Field Administrator doesn't know how to do the payroll :**

s/he may perform a Send to the Capital Administrator so that the Capital Administrator will do the payroll.
But PLEASE NOTE!! The administrator must wait for the corrected version before resuming working on Homère because Receive will erase the old file.

- **The Capital Administrator wants to check and correct the payroll or the database :**

s/he may perform a Send to the Capital Administrator so that the Capital Administrator will do the corrections.
But PLEASE NOTE!! The administrator must wait for the corrected version before resuming working on Homère because Receive will erase the old file.

REMINDERS ABOUT SENDING / RECEIPT AND BACK UP / RESTORE

- You should not use the Sending / Receipt functions from the Capital to the Field because the reception will erase the previous files. It is better to lay down the corrections to do.

- If the Capital or Headquarters need to modify some parameters, it is STRONGLY advised to use the “Export” and “Import” features that are available for all the parameters: Payroll Calculation, Salary Scale, Function Scale, and currency subdivision..

- The Capital must use the “Sending” function to send the files and the data to the Headquarters.

- The Capital must send a “Back up” to the Headquarters when there are problems with Homere to be solved (bugs or modifications).

- By default sending is only for one FIELD.

- Backup and Recovery is always for ALL FIELDS

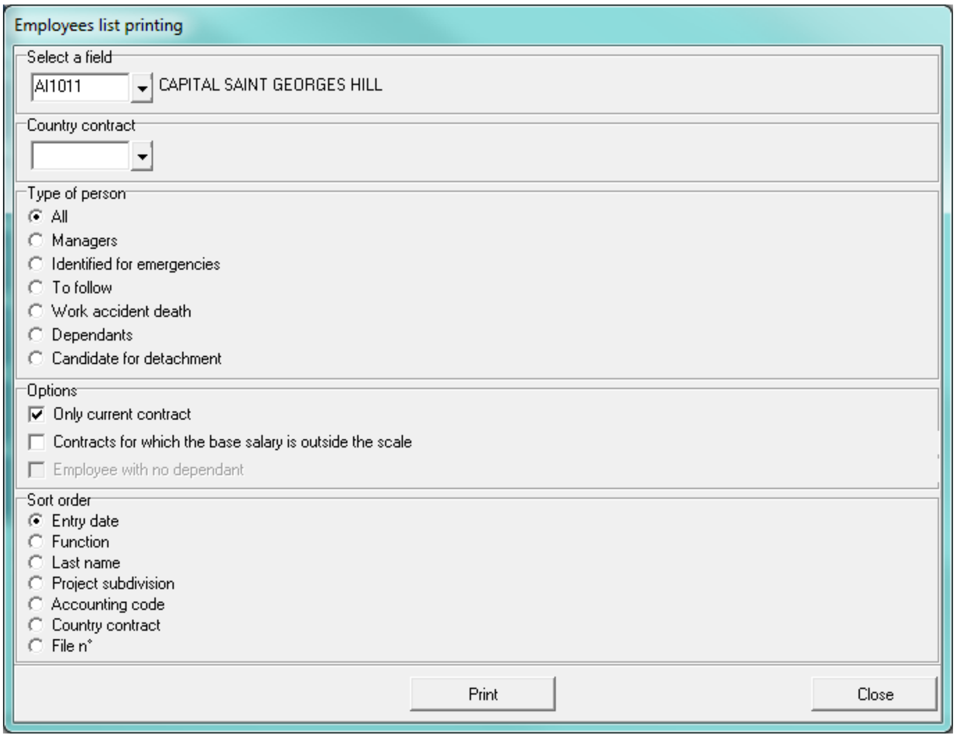
FILE 7 : PRINTINGS AND EXPORT

7.1. PRINTINGS

EMPLOYEE LIST

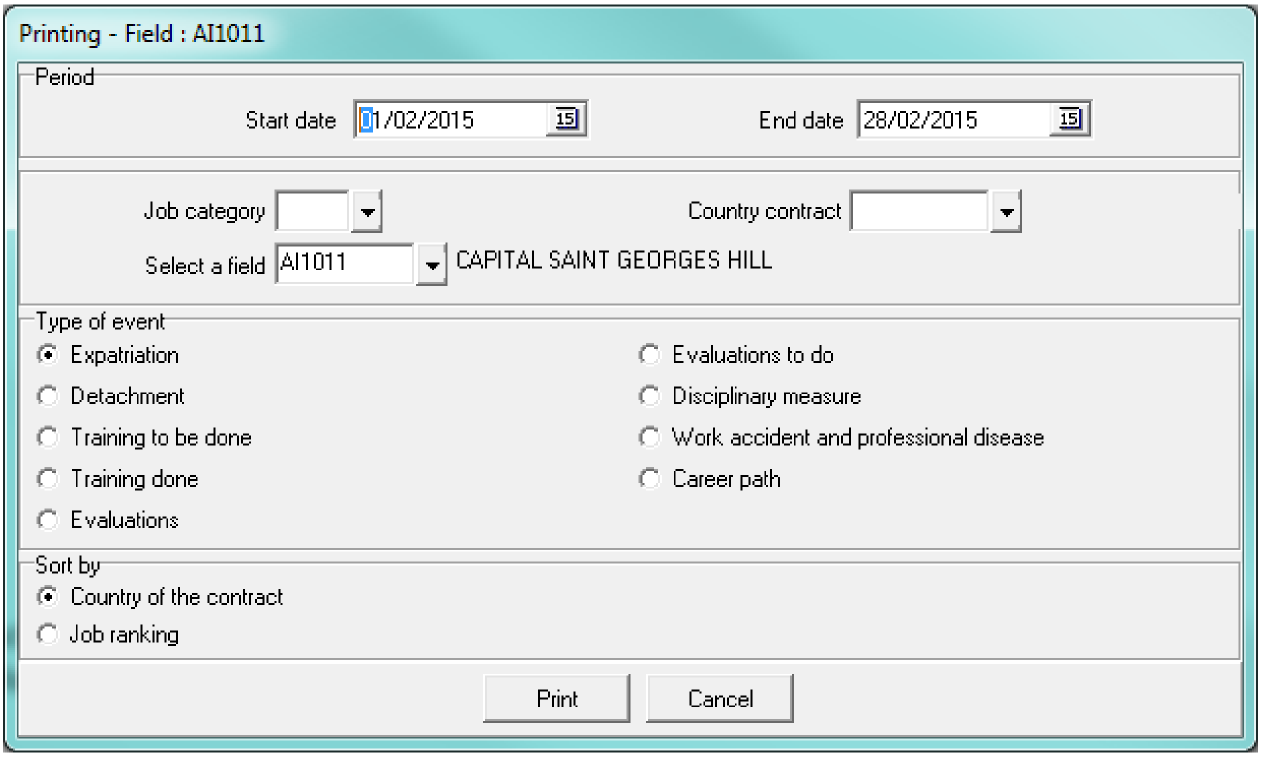
Menu → « Printings »→ « Employees list »

The field code can be deleted in order to display the employee list for all fields. The options allow you to select type of employee regarding the items of the job ranking dictionary.
Note: “Contracts for which the base salary is outside the scale” is a very practical means to access the lists of file that are not managed through a salary grid.



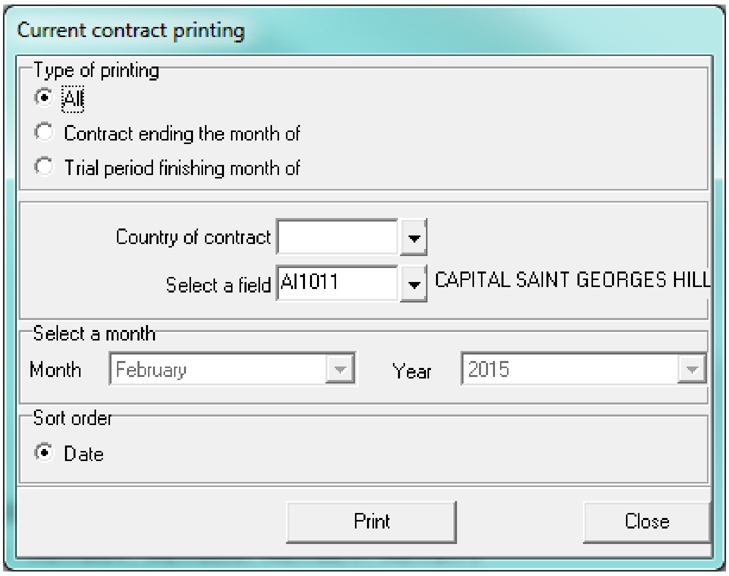
PRINTINGS OF THE EVENTS

It is also available for the list of events to launch the report whatever the field code. “Evaluations to do” and “Training to be done” allow to display the list of upcoming events.



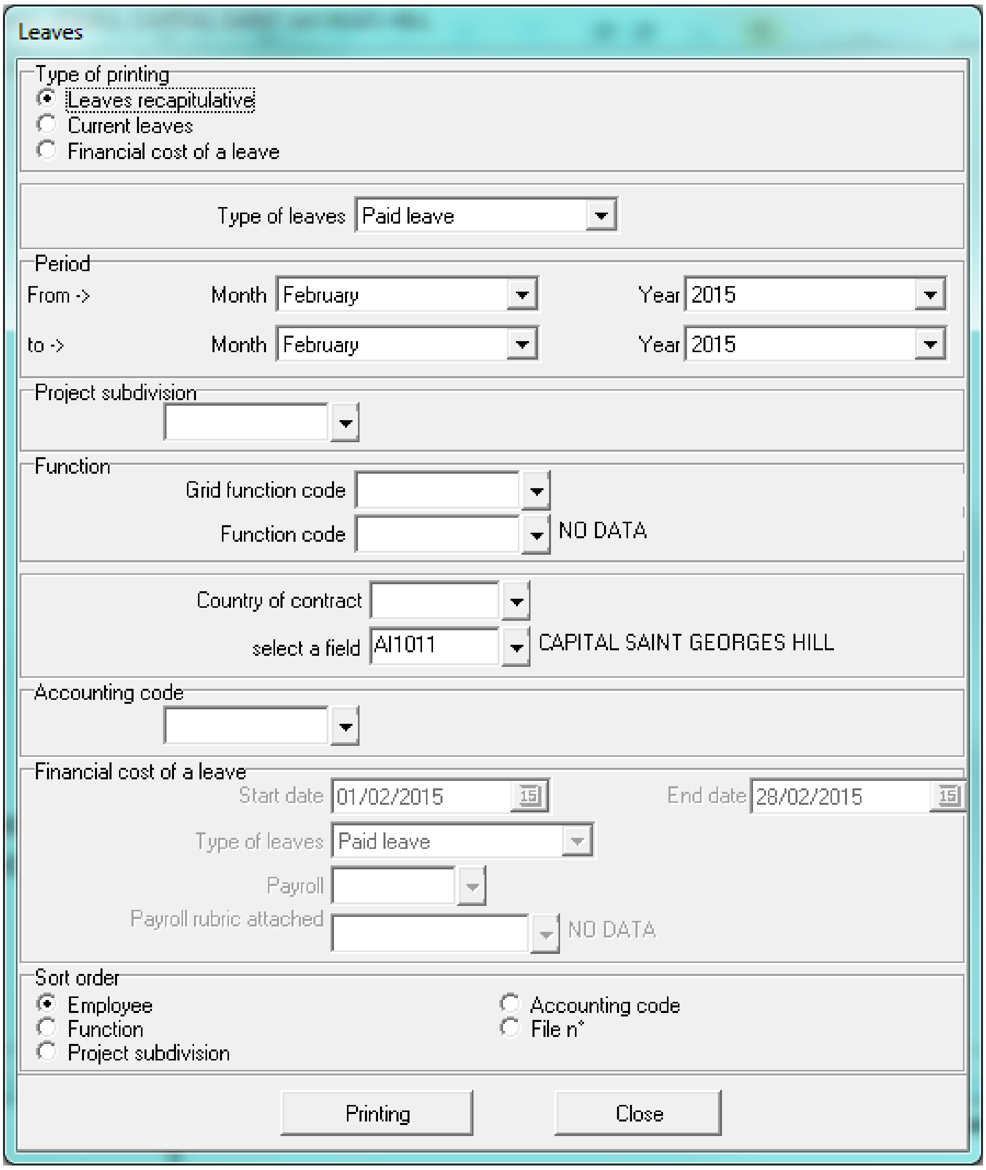
PRINTING OF THE CURRENT CONTRACT

This report allows to display the employees list with a current contract. It allows particularly to do the follow up of the contract that are going to end on a selected period of time.



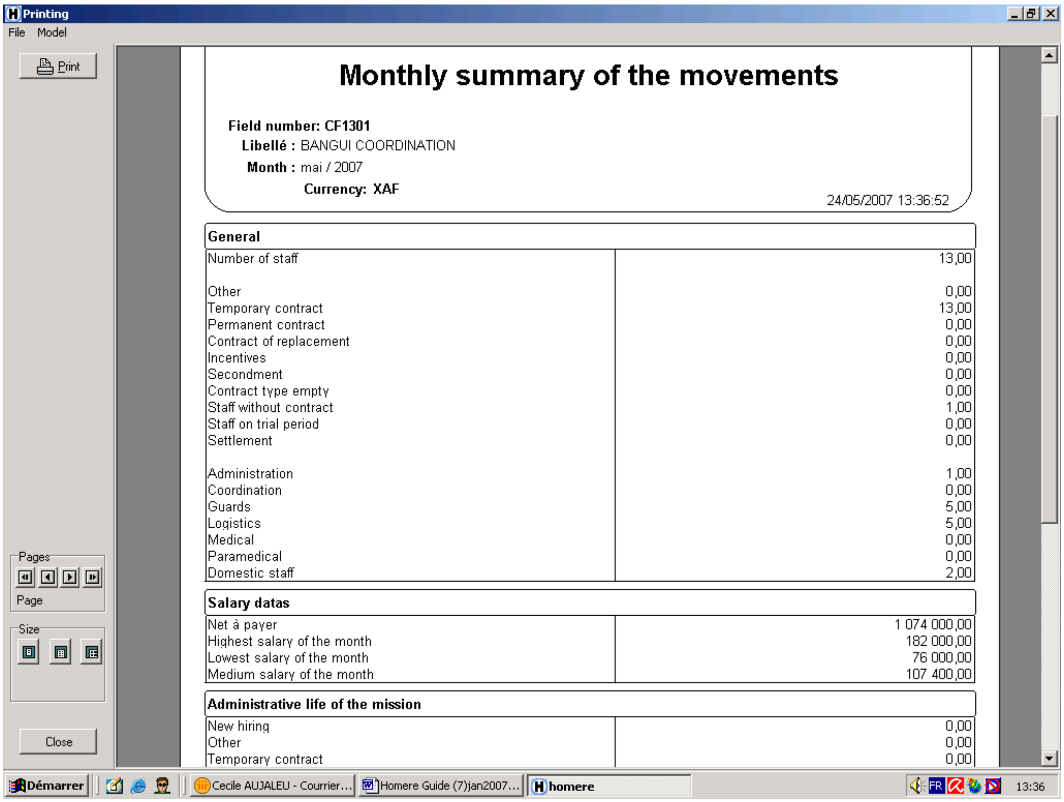
PRINTINGS OF THE LEAVES

The « leaves recapitulative » allows to display the leave balance on a selected period of time. Mainly, it is advised to print this report before generating the month payslip in order to check the leaves entry of the month. Indeed, when the month payslip is generated, it is no more possible to enter leaves.



PRINTING THE MONTHLY SUMMARY OF THE MOVMENTS

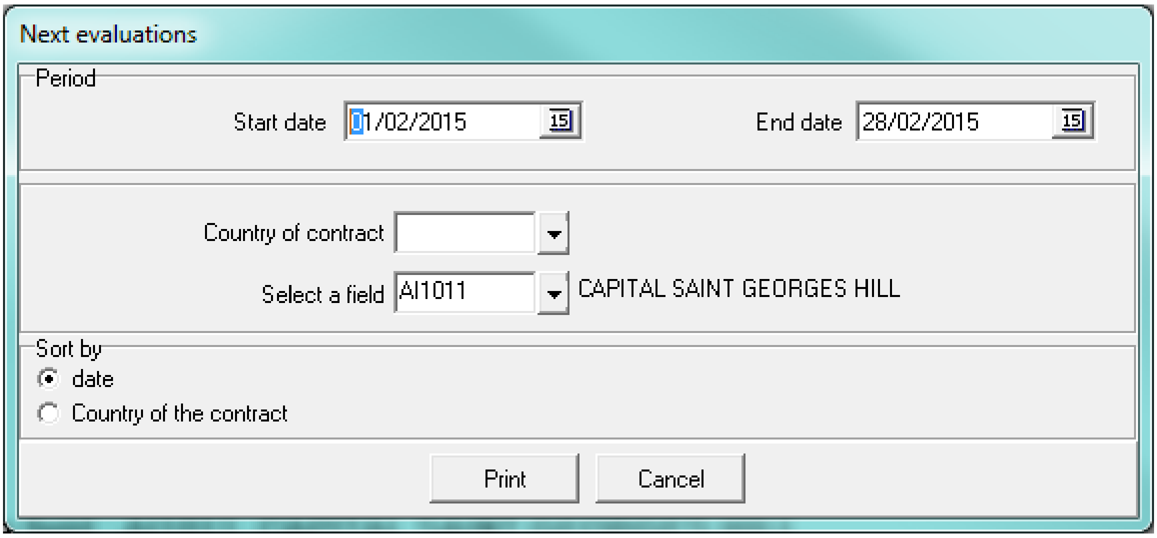
The monthly summary report is a global recapitulative statement of the main HR facts of the months. Indeed, you can include some rubrics of the payroll calculation. In order to do that, you have to check the option "Rubric to use in the printing "Monthly summary of the movements"" in the payroll calculation.



The monthly summary of the movements can be launched whatever the moment of the year.

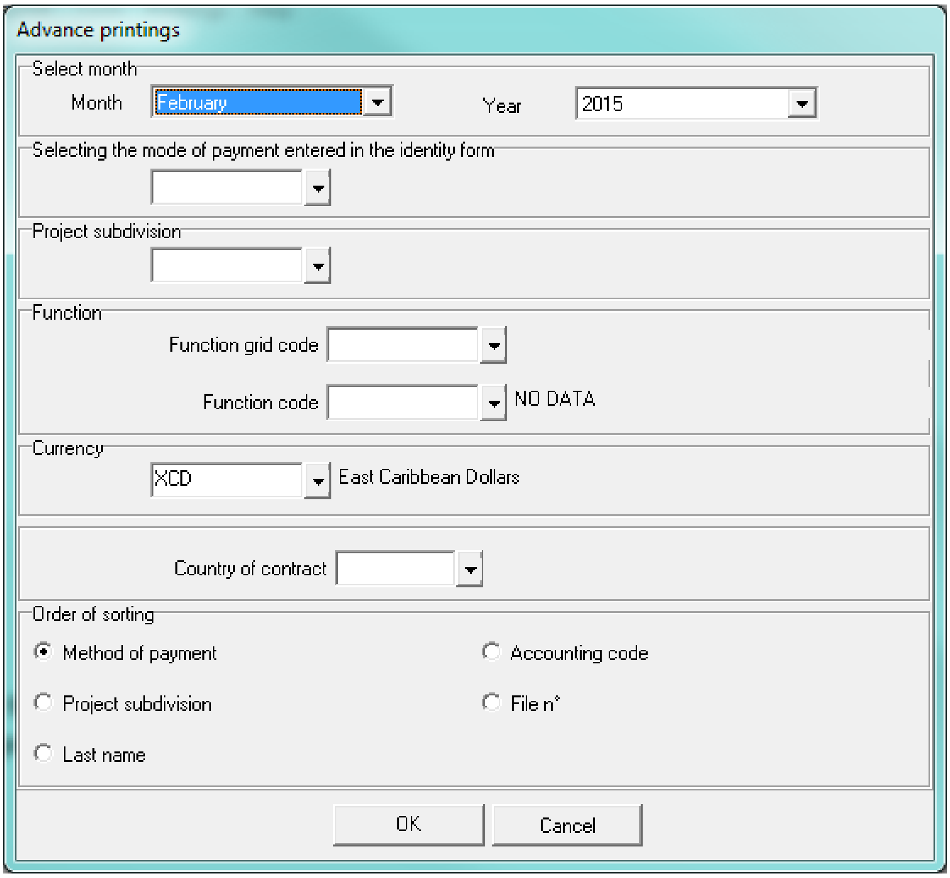
PRINTING THE NEXT EVALUATIONS LIST

You can print the planning of the next evaluations to be done.



PRINTING THE LIST OF ADVANCES ON SALARIES

This statement is an attendance list of the employee that have received an advance on salary during the selected month.
Note: This list may be used to check the advances on salaries before generated the payslips. Indeed, the entry of salary advances is not available on a period when a payslip already exists.



7.2. CSV EXPORT (Excel)

In order to export Homere data to Excel, you have to:

Menu → « Payroll » → « Export pay (csv) »

Select the month,
Select the field codes to be exported.

Once the entry fields to be exported are selected, Homere save the setting in order to avoid to select them again when getting back to this feature.

Arrow up button and arrow down button allow to sort the variable list to be exported. This export order is also kept in memory by Homere. The export file contains one column by exported variable. Each column is identified with the description of the variable. The descriptions are written in the current language.

A “reset” button applies the default settings, that is to say all the fields are selected and sorted with the default order.

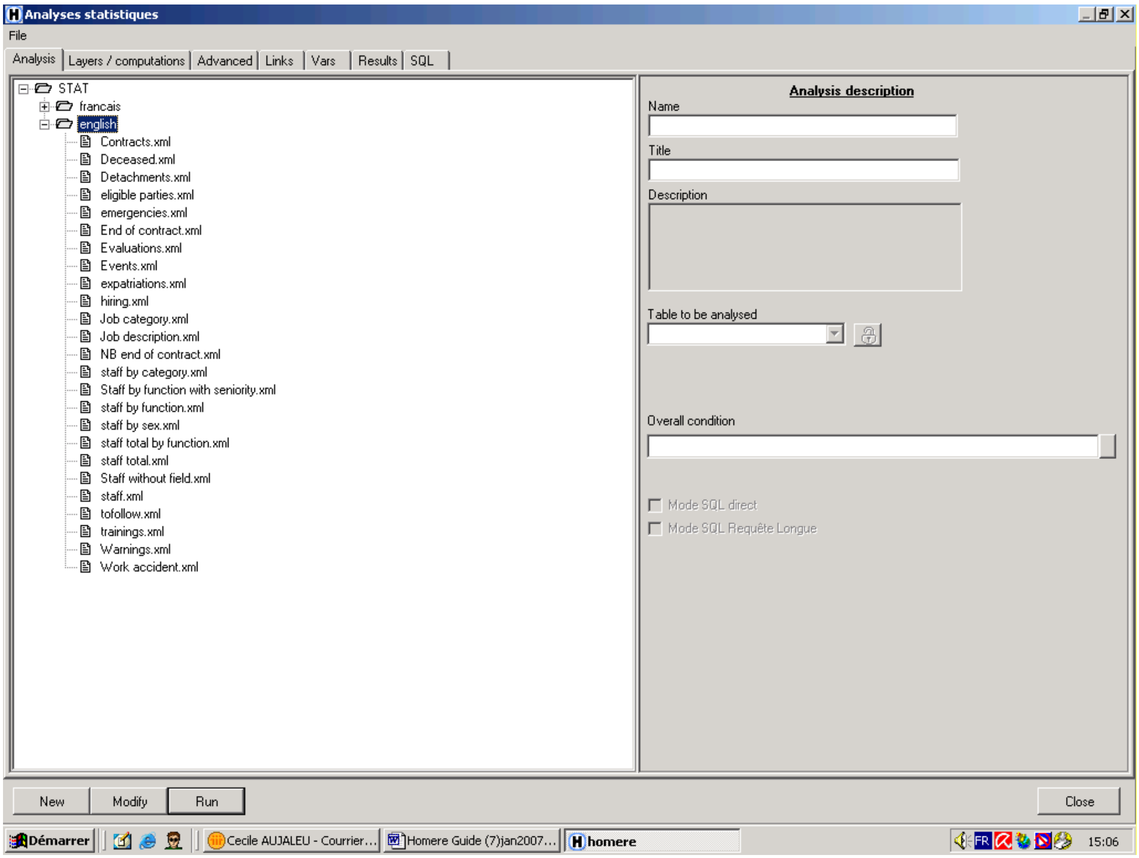
Give a name to the exported file and save it in a folder.
The export file is a CSV format file (can be open with Excel)

7.3 SAGA EXPORT

The monthly payslips data can be transferred automatically to SAGA if your payroll calculation is setup this way.
In this case, you should go in the menu “Payroll/Exports/Export payroll to SAGA” and select the month to be exported.
Note: this feature is available only for closed months.

7.4 STATISTICS

Homere includes a statistic module:
It is available in the menu “Tools/statistics”. Choose the current language (double click on “Français” or “English”) and a list of queries is displayed.



Select a query and run it with the “run” button or double click.
Main queries short description:

Work accident: return the number of work accident between two dates.

To follow : return the number of staff ‘ to follow’ by field.

Disciplinary measures : return the number of disciplinary measures by field.

Dependants : return a nominative list of staff with the number of dependants by field.

Contracts : return the number of contracts by field.

Deceased : return the number of deceased by reason.

Detachments : return the number of detachment by field.

Staff by function with seniority : for one field, return a nominative list of staff with their seniority.

Staff by function : for the active field, return the number of staff by function.

Staff by sex : return the number of staff by sex and by field.

Staff total by function : return the number of staff by function and by field.

Staff total : return the total number of staff by project.

Job description : return the number of staff by field and by job description.

This module can be used to design your own queries. To do that, you need to have a precise description of the database. This description is available in the menu ‘tools’. For each table, you have the description of the variables (name, type, description). These variables can be used in the statistics module.